HANDBOOK

SUPPLEMENT TO

SPECIAL LIBRARIES

Volume [illegible] February 1[illegible] Number 2

PART I

MEMBERSHIP LIST

COMMITTEE

INSTITUTIONAL AFFILIATES

GENERAL INFORMATION

SPECIAL LIBRARIES ASSOCIATION
31 EAST [illegible]
NEW YORK [illegible]

USE OF MEMBERSHIP LIST

The membership list published herein is intended for use in connection with the activities of the Association. Its use for circularization purposes not directly connected with those activities is not approved. Members are requested to assist the officers in discouraging the use of this list for any unauthorized purposes.

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SPECIAL LIBRARIES

VOLUME 33 February 1942 NUMBER 2

PART 2

MEMBERSHIP LIST

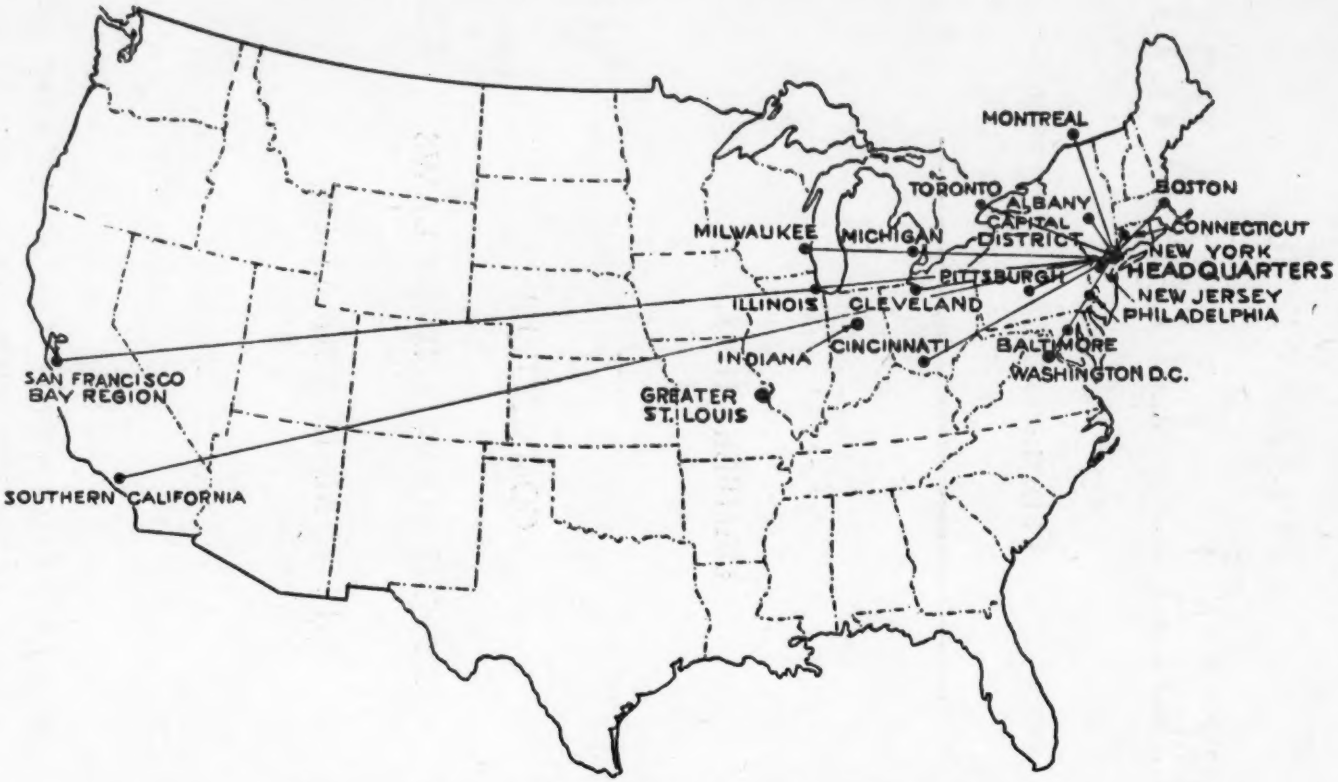
COMMITTEES

CONSTITUTION AND BY-LAWS

GENERAL INFORMATION

SPECIAL LIBRARIES ASSOCIATION
31 EAST TENTH STREET
NEW YORK, NEW YORK

Printed in U. S. A.



LOCATION OF S. L. A. CHAPTERS IN UNITED STATES AND CANADA

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Charter

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

KNOW ALL MEN BY THESE PRESENTS, That we, Francis E. Cady, Mary H. Brigham, Mary Louise Alexander, Rose L. Vormelker, Elizabeth B. Wray, Mary de J. Cox, William Alcott and Herbert O. Brigham, all of lawful age, hereby agree to and with each other:

First. To associate ourselves together with the intention of forming a corporation under and by virtue of the powers conferred by Article 111 of Chapter 248 of the General Laws of Rhode Island.

Second. Said corporation shall be known by the name of

Special Libraries Association.

Third. Said corporation is constituted for the purpose of promoting the collection, organization and dissemination of information, developing usefulness and efficiency of special libraries and other research organizations, and encouraging the professional welfare of its members.

RESOLUTION

AUTHORIZING THE SECRETARY OF STATE TO ACCEPT CERTAIN ARTICLES OF ASSOCIATION WITHOUT NOTARIAL ATTESTATION

(Approved April 13, 1928)

RESOLVED, That the secretary of state is hereby authorized and empowered to accept without notarial attestation the articles of association for the incorporation of the Special Libraries Association, under the authority of chapter 248 of the general laws and all acts in amendment thereof and in addition thereto, provided, that two members of the association resident in Rhode Island certify as to the genuineness of the signatures of the incorporators subscribed to the aforesaid articles of association.

(Signed) ERNEST L. SPRAGUE,
Secretary of State.

Conventions and Past Presidents

Organization Meeting	*Date*	*Presiding Officer*	
Bretton Woods, N. H.	1909	John Cotton Dana	
Convention City		*President*	*Term of Office*
New York, N. Y.	1909	John Cotton Dana	1909–1910
Mackinac Island, Mich.	1910	John Cotton Dana	1910–1911
Pasadena and New York	1911	Robert H. Whitten	1911–1912
Ottawa, Canada	1912	Daniel N. Handy	1912–1913
Kaaterskill, N. Y.	1913	Daniel N. Handy	1913–1914
Washington, D. C.	1914	Richard H. Johnston	1914–1915
Berkeley and Haines Falls, N. Y.	1915	Andrew A. Bostwick	1915–1916
Asbury Park, N. J.	1916	Frederick N. Morton	1916*
		Charles C. Williamson	1916–1917
Louisville, Ky.	1917	Charles C. Williamson	1917–1918
Saratoga Springs, N. Y.	1918	Guy E. Marion	1918–1919
Asbury Park, N. J.	1919	Maud A. Carabin	1919–1920
New York, N. Y.	1920	Dorsey W. Hyde, Jr.	1920–1921
Swampscott, Mass.	1921	Dorsey W. Hyde, Jr.	1921–1922
Detroit, Mich.	1922	Rebecca B. Rankin	1922–1923
Atlantic City, N. J.	1923	Edward H. Redstone	1923–1924
Saratoga Springs, N. Y.	1924	Daniel N. Handy	1924–1925
Swampscott, Mass.	1925	Daniel N. Handy	1925–1926
Atlantic City, N. J.	1926	Francis E. Cady	1926–1927
Toronto, Canada	1927	Francis E. Cady	1927–1928
Washington, D. C.	1928	Francis E. Cady	1928–1929
Washington, D. C.	1929	William Alcott	1929–1930
San Francisco, Cal.	1930	Margaret Reynolds	1930–1931
Cleveland, O.	1931	Alta B. Claflin	1931–1932
Lake Placid, N. Y.	1932	Mary Louise Alexander	1932–1933
Chicago, Ill.	1933	Mary Louise Alexander	1933–1934
New York, N. Y.	1934	Ruth Savord	1934–1935
Boston, Mass.	1935	Howard L. Stebbins	1935–1936
Montreal, Canada	1936	Howard L. Stebbins	1936–1937
New York, N. Y.	1937	William F. Jacob	1937–1938
Pittsburgh, Pa.	1938	Alma C. Mitchill	1938–1939
Baltimore, Md.	1939	Alma C. Mitchill	1939–1940
Indianapolis, Ind.	1940	Laura A. Woodward	1940–1941
Hartford, Conn.	1941	Laura A. Woodward	1941–1942

* Resigned.

SPECIAL LIBRARIES ASSOCIATION

OFFICERS, 1941–1942

President

LAURA A. WOODWARD
Maryland Casualty Company
Baltimore, Maryland

First Vice-President

JOSEPHINE B. HOLLINGSWORTH
Municipal Reference Library
Los Angeles, California

Second Vice-President

GLADYS R. HASKIN
Cleveland School of Art
Cleveland, Ohio

Executive Secretary

MRS. KATHLEEN B. STEBBINS
31 East Tenth Street
New York, New York

Treasurer

MARCELLA HASSELBERG
Curtis Publishing Company
Philadelphia, Pennsylvania

EXECUTIVE BOARD MEMBERS

ROSS C. CIBELLA
Hall Laboratories, Inc.
Pittsburgh, Pennsylvania
Term expiring in 1942

HARRY C. BAUER
Tennessee Valley Authority
Knoxville, Tennessee
Term expiring in 1943

HERMAN H. HENKLE
The Library of Congress
Washington, D. C.
Term expiring in 1944

ALMA C. MITCHILL
Public Service Corporation of New Jersey
Newark, New Jersey
Immediate Past-President

Editor

ALMA C. MITCHILL
Public Service Corporation of New Jersey
Newark, New Jersey

Board, Council, Committees, Liaison Officers and Editors of Special Libraries Association 1941–1942

Publications Governing Board

Eleanor S. Cavanaugh, *Chairman*
Florence Bradley
Betty Joy Cole
Ruth S. Leonard
Mrs. Virginia Meredith
Rebecca B. Rankin

Ex-officio

Alma C. Mitchill, *Editor*, SPECIAL LIBRARIES
Mary P. McLean, *Editor, Wilson Bulletin, Special Librarian Page*
Mrs. Kathleen Brown Stebbins, *Secretary, Special Libraries Association*

Council of National Library Associations

Laura A. Woodward, *Temporary Chairman and S.L.A. Representative*

Archives Committee

George E. Pettengill, *Chairman*
(Group and Chapter Archives Committee chairmen are members of this Committee)

Chapter Extension Committee

Josephine B. Hollingsworth, *Chairman*
Harry C. Bauer
Margaret C. Lloyd

Constitution and By-Laws Committee

Herbert O. Brigham, *Chairman*
Stephen A. Greene
Daniel N. Handy

Convention Committee

Emma G. Quigley, *General Chairman*
Blanche Colwell, Registration Chairman
Thomas S. Dabagh, Financial Chairman
Josephine B. Hollingsworth, Program Chairman
Evelyn Huston, Exhibit Chairman
Guy E. Marion, Convention Host
Helen Gladys Percey, Hospitality Chairman
Dorothy Rosen, Publicity Chairman

Committee on Cooperation with Special Libraries in Latin America

Ruth Savord, *Chairman*
Lee Ash, Jr.
Mrs. Marie Simon Goff
Mrs. William Grady
Eloise G. ReQua
Elizabeth Sherier
Carmel Sullivan
Doris Zimmermann

Finance Committee

Jean Norcross, *Chairman*
Florence Bradley
Eleanor S. Cavanaugh
William Craig Dalgoutte
Alma C. Mitchill
Marcella Hasselberg, *Ex officio*

Government Sources of Information Committee

Adelaide R. Hasse, *Chairman*

Membership Committee

Mrs. Walter Hausdorfer, *Chairman*
Harry C. Bauer
Mrs. Grace R. Cameron
Mrs. M. Lavinia Hunter
Winnifred Jones
Mrs. Ruth E. Lawrence
Mrs. Beth Rhodenbaugh
Ethel A. Shields
Donald Thompson
Dorothy F. Ware
(Chapter membership chairmen are also members of this Committee)

Methods Committee

Elma T. Evans, *Chairman*
Marie Lugscheider
(Method chairmen of all Chapters and Groups are also members of this Committee)

Microfilming and Documentation Committee

Louis H. Fox, *Chairman*
S. Richard Giovine
Dr. Mary Bennett

National Defense Committee

Eleanor S. Cavanaugh, *Chairman*
Eugene D. Hart
Thelma Jackman
Elsie Rackstraw
Rose L. Vormelker

Nominating Committee

Howard L. Stebbins, *Chairman*
K. Dorothy Ferguson
Mary Jane Henderson
Alma Jacobus
William J. Soika

Public Relations Committee

Rose L. Vormelker, *Chairman*
Dorothy Bemis
Marcella Hasselberg
Emma G. Quigley

Publicity Committee

Harry C. Bauer, *Chairman*
(Publicity chairmen of all Chapters and Groups and the Editor of SPECIAL LIBRARIES are also members of this Committee)

Resolutions Committee

Eleanor V. Wright, *Chairman*
Emily C. Coates
Hazel Reed

Committee on Restoration of Overseas Libraries

O. Louise Evans, *Chairman*
Elsie Rackstraw
Charlotte L. Carmody

Student Loan Fund Committee

Emma M. Boyer, *Chairman* (1940–43)
Marguerite Burnett (1941–44)
Anita Crellin (1939–42)

Technical Book Review Index Committee

Dr. Jolan M. Fertig, *Chairman*
John F. Harrigan, *Editorial Assistant*
E. H. McClelland
Edith Portman

Committee on Training and Professional Activities

Linda H. Morley, *Chairman*
Mrs. Mary D. Carter
Mrs. Eileen R. Cunningham

Liaison Officers

Chapters: Gladys R. Haskin
Groups: Margaret C. Lloyd

Editors

SPECIAL LIBRARIES—Alma C. Mitchill, *Editor*; M. Margaret Kehl, Jean Macalister and Bettina Peterson, *Associate Editors*
CHAPTER TOWN CRIER—Gladys R. Haskin, *Editor*
TECHNICAL BOOK REVIEW INDEX—John F. Harrigan, *Editorial Assistant*
WILSON BULLETIN, SPECIAL LIBRARIAN PAGE—Mary P. McLean, *Editor*

Special Representatives

The Association has always recognized the value and importance of inter-association cooperation and to foster this cooperation has appointed members to serve on joint committees of other library organizations or as special representatives to non-library organizations. A list of these appointments with their affiliations follows:

American Association for Applied Psychology, Inc.

Mrs. Virginia H. Meredith

American Documentation Institute

Louis H. Fox

American Library Association

COMMITTEE ON IMPORTATIONS—*Lucy O. Lewton*

COMMITTEE ON INDEXING AND ABSTRACTING—*Margaret Miller*

COMMITTEE ON WAR INFORMATION AND EDUCATIONAL SERVICES—*Eleanor S. Cavanaugh*

American Standards Assocation, Committee Z-39

Mrs. Ruth McG. Lane

Library Binding Institute

Walter Hausdorfer and Phillips Temple

Society of American Archivists

Alice M. Watts

The H. W. Wilson Company

Mary P. McLean

General Information

The Special Libraries Association is a national organization of librarians, research workers and information experts serving executives, department heads, personnel and clientele of manufacturing concerns, financial, insurance, law and research organizations, newspapers, advertising agencies, public utilities, museums, business and other departments of public, college and university libraries, government bureaus, trade associations and other organizations in the fields of commerce, the sciences, technology, social welfare and the arts.

The responsibility for the administration and financial affairs of the Association is in the hands of an Executive Board elected by the members, with the advice of an Advisory Council composed of the executive officer of each national Chapter, Group and Committee.

HISTORY

The Association was founded at Bretton Woods, New Hampshire, during the 1909 convention of the American Library Association when twenty-six librarians associated with manufacturing, business and engineering concerns met at the instigation of John Cotton Dana, Librarian of the Newark Public Library, and F. D. DeBerard of the Merchants Association of New York and discussed the formation of an association of special librarians. On November 5th of the same year the Special Libraries Association held its first annual Conference and elected Mr. Dana, president.

The Association's constitution provides for four classes of membership: Life, Institutional, Active and Associate. Full details concerning these classes will be found in Article II of the S.L.A. Constitution on page 19 of this *Handbook*. On January 1, 1942 the total membership totaled 2,649, divided into 1 Life; 302 Institutional; 1,205 Active; and 1,141 Associate members, a considerable increase over the charter membership of fifty-seven.

The Executive Office was established in Providence, Rhode Island, September 15, 1927 with a part-time paid secretary in charge. Mrs. Herbert Brigham was appointed to this position which she held until 1931. The Executive Office then was transferred to the Standard Statistics Building in New York, N.Y. In 1940 it was moved to larger quarters at 31 East Tenth Street, New York, N.Y., its present location.

From 1931 to 1933 the Executive Office was in charge of the Association's elected secretary, Rebecca B. Rankin, who was assisted by a paid S.L.A. employee. In 1933 Miss Elizabeth Lois Clarke was appointed as full-time Secretary and served in that capacity until she resigned on June 15, 1940. Miss Clarke was succeeded by Mrs. Kathleen Brown Stebbins. The staff of the Executive Office today consists of two full-time assistants and one part-time assistant in addition to the Secretary.

In June 1941 the Executive Board of the Association transferred the work of the Employment and Duplicate Exchange Committees to the Executive Office in order to facilitate their activities. The *Employment Service* is available without charge to Institutional and Active S.L.A. members. The *Duplicate Exchange Service* makes available to all members of

S.L.A. much duplicate material and many rare and out-of-print publications. Lists including material offered by contributing libraries are issued ten times a year. These lists are distributed without charge to Institutional members requesting them and to Active and Associate members for an annual subscription fee of $1.00.

FUNCTIONS OF COMMITTEES

During these years, committees have been formed as the necessity for them has arisen. The present standing committees and their functions are given below.

Archives

The purpose of this committee, organized in 1938, is to collect all historical data pertaining to the Association and to place it on file in the Executive Office.

Chapter Extension

This committee was originated in 1941 to survey the possibility of new chapter formations throughout the United States and Canada.

Constitution and By-Laws

The duty of this committee is to consider and to recommend desired amendments to the Constitution or By-Laws of the Association.

Convention

All arrangements for the Annual Convention are made by this committee.

Cooperation with Special Libraries in Latin America

This committee, formed in 1940, keeps in close contact with special libraries in the Latin American countries for the purpose of cooperating more fully with them in the establishment of closer inter-American relations. One phase of this cooperation is the surveying of Latin American special libraries.

Finance

This committee is responsible for the preparation of an annual budget covering all Association expenditures and for the periodic audit of the Association's books. Its Chairman and the President must approve all Association expenditures.

Government Sources of Information

The function of this committee is to make available to S.L.A. members by correspondence or otherwise specific information regarding government publications. This committee is an outgrowth of the former committee on Indexing and Abstracting.

Membership

This committee in cooperation with the national Secretary, Chapter Presidents and Group Chairmen is responsible for obtaining new members.

Methods

This committee, organized in 1919, collects various types of library methods, makes suggestions to members of those suitable for their particular libraries and prepares exhibits for display.

Microfilming and Documentation

This committee serves as a clearing house for microfilming information to members and non-members and answers inquiries regarding the purchase of new equipment, filing methods, indexing, etc.

National Defense

Created in 1940, this committee endeavors to establish a closer cooperation

with the government in its work on defense and to advise the S.L.A. Chapters, Groups and Committees as to the best means of carrying on defense projects within their communities and among their own members.

Nominating

As outlined in By-Laws IX, Section 2 (page 22 of this *Handbook*), this committee prepares a list of nominations naming one candidate for each office to be filled by election at the Annual Convention.

Public Relations

This committee appointed in 1941, brings more fully to the attention of business, technical and professional organizations the value of libraries within their own organizations and of closer cooperation with the Special Libraries Association.

Publicity

This committee, inaugurated in 1941, is responsible for the release to newspapers and trade journals of news items regarding Association activities and for the release of notices of new publications.

Resolutions

Resolutions offering appreciation for contributions of individuals or organizations incidental to an Annual Convention are prepared by this committee for submission at the annual meeting. Between Conventions it also drafts other resolutions when requested.

Restoration of Overseas Libraries

This committee, appointed in 1940, is for the purpose of collecting books, pamphlets and other literary material to assist in either completing or restoring those libraries damaged or destroyed in the present world conflict.

Student Loan Fund

The Special Libraries Association Student Loan Fund was established in 1938 "on a revolving basis, to provide financial assistance to those members who wish to carry on professional study in an accredited library school; the proposed fund, once established, to grow of itself through the return of interest plus the principal of the loans, as well as by appropriations from the different Chapters, by donations, bequests, grants and by such other means as may be devised."

Technical Book Review Index Committee

The Technical Book Review Index Committee defines the publication policies of the *Technical Book Review Index*, directs its development and acts in an advisory capacity to the Editorial Assistant.

Training and Professional Activities

This committee surveys the field of library schools and makes recommendations for training programs. Its function is also to recommend appropriate standards in library practice. This committee is a merger of the former Professional Standards and Training and Recruiting Committees.

COUNCILS

Council of National Library Associations

This Council, to be composed of the President or his alternate of every national library association, is in the process of organization. Its functions are "to consider the relationships between the various national library associations, to facilitate the interchange of information among them and to work out plans for cooperation in activities."

BOARDS

Publications Governing Board

This Board was created in 1941 to pass on all publications sponsored by the national Association or by its Groups, Chapters or Committees; to initiate publications by these units; and to coordinate and standardize them within the framework of a long-range program. Rules governing the Board's publications policy follow:

PUBLICATION POLICY OF SPECIAL LIBRARIES ASSOCIATION

The Executive Board of Special Libraries Association at its meeting on October 25, 1941, adopted the following policies and authorized the procedure involved as outlined below:

That publication projects be submitted to the Publications Governing Board in the *planning stage* in order to prevent waste of effort on the part of committees or groups on projects for which a market cannot be found or which, for any other reason, cannot be published. Copies of the detailed schedules or instructions prepared for the guidance of cooperators should be sent to the Publications Governing Board as soon as these are outlined. It is obvious, however, that a positive decision cannot be reached as to the advisability of actual publication by the Association until the completed project is received by the Publications Governing Board.

Therefore, the procedure is as follows:

1. When a Group or Chapter has a publication project, it must be sent to the Publications Governing Board for tentative approval.

2. The Publications Governing Board will decide whether or not this publication should be completed and obtain the tentative O.K. of the Executive Board. The Executive Board's approval will be given only on those projects recommended by the Publications Governing Board.

3. When the project is completed, final decisions will be made by the Publications Governing Board, estimates for printing secured and the O.K. of the S.L.A. Executive Board obtained for the necessary expenditures regarding its printing and advertising.

This plan is proposed so that the Publications Governing Board may have control over publications and cut down on the lag between completion of the manuscript and the distribution of the publication, which has been a serious handicap.

4. The Publications Governing Board, with the Secretary-Advertising Manager, shall be responsible for editing, putting through the press, size of edition, setting of sale price, planning of advertising and other publicity sponsored by the S.L.A. Publicity Committee.

5. Publications and publicity material at the request of the Publicity Chairman, shall be distributed by the Executive Office with the approval of the Publications Governing Board.

6. Records of sales including mailing list of purchasers and prospects, giving titles of items bought by each, shall be kept for publicity purposes. Statistics of sales and stocks shall be forwarded to the Publications Governing Board upon request.

7. This policy is to apply to all publications which are financed wholly or in part through Association funds, i.e., publications for sale, including those reprinted from SPECIAL LIBRARIES; publications to be used for publicity by the Executive Office, Chapters, Groups, Membership Committee, etc.

8. Immediately after the annual meeting of each group and chapter, a form letter shall be mailed from the Executive Office over the name of the national president. This letter should briefly

state the functions of the Publications Governing Board and ask that information, on forms provided, be sent the Publications Governing Board on present publication projects and on future projects as evolved. This will enable the Publications Governing Board to be kept informed, in accordance with No. 1 of this policy, of all proposed publications and also assist the Board in preparing a budget.

9. The Publications Governing Board shall analyze publication costs, sales and returns on publicity, so that an intelligent publication program may be established.

10. Having such records available, it becomes possible and desirable that the Publications Governing Board recommend the compilation of new editions of out-of-date or out-of-print publications as well as new compilations for which there is a market, and recommend to the Executive Board the appointment of committees to prepare such material.

Chapters

Since the membership of the Association was scattered over a large number of states, the S.L.A. Executive Board in 1912 approved a recommendation to form Responsibility Districts, each one to be presided over by a District Head. By means of these Districts members of one locality could meet together for informal discussion between Annual Conventions. In some instances these Districts became local Associations. In 1924 the Constitution was amended to provide for these local Associations and several requested affiliation with the national organization. Thus the S.L.A. Chapter idea was born. Today there are eighteen Chapters in the United States and two in Canada.

The following list gives the name of each Chapter, dates of organization and of affiliation with the national Association, names of officers and total membership as of January 1, 1942.

ALBANY CAPITAL DISTRICT: (Org. November 23, 1934; Aff. February 9, 1935) *President*, Mildred Guffin; *Vice-President*, Edith E. Ford; *Secretary-Treasurer*, Dorothy Haner. Membership, 40.

BALTIMORE: (Org. and Aff. May 15, 1930) *President*, Elsa von Hohenhoff; *Vice-President*, Thelma Wiles; *Secretary-Treasurer*, Margaret E. More. Membership, 45.

BOSTON: (Org. May 15, 1910; Aff. January 5, 1925) *President*, Florence Ward Stiles; *Vice-President*, Gilbert Cam; *Secretary-Treasurer*, Sarah E. Walsh. Membership, 202.

CINCINNATI: (Org. June 2, 1927; Aff. September 29, 1930) *President*, Joseph J. Olah; *Vice-President*, Marie Koeker; *Secretary*, Muriel Coffin; *Treasurer*, Edith M. Spicer. Membership, 64.

CLEVELAND: (Org. December 1919; Aff. February 24, 1927) *President*, Mrs. Elizabeth Ward; *Vice-President*, Helen L. Purdum; *Secretary-Treasurer*, Lucile M. Wunderlich. Membership, 70.

CONNECTICUT: (Org. May 17, 1934; Aff. June 19, 1934) *President*, Mrs. Marian Spater Magg; *Vice-President*, Mrs. Jeanne Angus Kast; *Secretary*, Meredith Bloss; *Treasurer*, Clara Libby. Membership, 73.

GREATER ST. LOUIS: (Org. and Aff. December 15, 1941) *President*, Ida-May Hammond; *Vice-President*, Allen G. Ring; *Secretary-Treasurer*, Lillian A. Case. Membership, 19.

ILLINOIS: (Org. September 1, 1925; Aff. June 24, 1925) *President*, Madge J. Collar; *Vice-President*, Mrs. Marjorie C. Keenleyside, *Secretary-Treasurer*, Mrs. Catherine Green. Membership, 197.

INDIANA: (Org. June 11, 1941; Aff. June 15, 1941) *President*, Leland R. Smith; *Secretary*, Maurie Riebsomer; *Treasurer*, Helen Rogers. Membership, 25.

MICHIGAN: (Org. 1926; Aff. March 14, 1929) *President*, George A. R. Gilfillan; *Vice-President*, Eleanor Wright; *Secretary*, Rosina Mohaupt; *Treasurer*, Merle Manning. Membership, 109.

MILWAUKEE: (Org. December 2, 1930; Aff. February 23, 1931) *President*, Anita Glienke; *Vice-President*, Maud Mitchell; *Secretary-Treasurer*, Lillah Webster. Membership, 45.

MONTREAL: (Org. and Aff. June 13, 1932) *President*, Catherine Anne Pearce; *Vice-President*, Jeannette Foshay; *Secretary*, Dorothy L. Dixon; *Treasurer*, Babette Dunham. Membership, 58.

NEW JERSEY: (Org. April 24, 1935; Aff. June 11, 1935) *President*, Marguerite Rummell; *Vice-President*, Marie Lugscheider; *Recording Secretary*, Mrs. Mildred B. Richards; *Financial Secretary*, Helen G. Buzzell. Membership, 112.

NEW YORK: (Org. May 15, 1913; Aff. January 5, 1925) *President*, Mrs. Virginia H. Meredith; *First Vice-President*, Katharine D. Frankenstein; *Second Vice-President*, Eva E. Trachsel; *Secretary*, Elizabeth R. Assett; *Treasurer*, Martin L. Loftus. Membership, 750.

PHILADELPHIA COUNCIL: (Org. 1913; Aff. January 6, 1934) *President*, Paul Gay; *Vice-President*, Mrs. Katharine Patterson Gay; *Secretary*, Helen M. Rankin; *Treasurer*, George W. Pettengill. Membership, 167.

PITTSBURGH: (Org. December 5, 1922; Aff. January 5, 1925) *President*, Ross C. Cibella; *Vice-President*, Rosemary Hanlon; *Secretary-Treasurer*, Helen E. Yoder. Membership, 103.

SAN FRANCISCO BAY REGION: (Org. 1921; Aff. October 9, 1924) *President*, Avis Ruth Bryson; *Vice-President*, Gertrude Searby; *Secretary-Treasurer*, Elise Hoffman. Membership, 114.

SOUTHERN CALIFORNIA: (Org. March 15, 1922; Aff. January 5, 1925) *President*, Helen Gladys Percey; *Vice-President*, Mrs. Anne Leidendeker; *Secretary-Treasurer*, Elaine Adams. Membership, 164.

TORONTO: (Org. May 9, 1940; Aff. June 3, 1940) *President*, Allan McKenzie; *Vice-President*, Edna M. Poole; *Secretary*, Miss K. E. Hird; *Treasurer*, George A. Johnston. Membership, 35.

WASHINGTON, D. C.: (Org. September 30, 1940; Aff. October 25, 1940) *President*, Adelaide R. Hasse; *Vice-Presidents*, Mrs. Dorothy W. Graf, Phillips Temple; *Corresponding Secretary*, Esther Ann Manion; *Recording Secretary*, Mary Virginia Lee; *Treasurer*, Mrs. Ruth H. Hooker, Membership, 157

Groups

During the first year of the Association's activities, Committees such as (1) Agricultural Libraries, (2) Commercial Associations, (3) Insurance Libraries, (4) Legislative and Municipal Reference Libraries, (5) Public Utility Libraries, (6) Sociological Libraries and (7) Technology Libraries were appointed. The idea that promoted the establishment of these Committees might well be considered the birth of our present Groups. Separate group organization, however, is first mentioned in the *Proceedings* of the tenth convention, held in June 1919, when the (1) Commercial, (2) Financial, (3) Insurance, (4) Legislative Reference, (5) Technical and Engineering, (6) Industrial and (7) Welfare Groups were formed.

Those now functioning are listed below. This list includes the names of the officers and fields of interest of each Group.

BIOLOGICAL SCIENCES: Biology, Botany, Dentistry, Hospitals, Medicine, Natural History, Nursing, Pharmacy, Public Health, Sanitation, Zoology. *Chairman*, Mrs. Grace van Nostrand Raschke; *Vice-Chairman*, Marion Kappes; *Secretary*, Winnifred Jones.

COMMERCE: Advertising, Chambers of Commerce, Industrial Corporations, Public Relations, Retail Stores, Trade and Business Associations. *Chairman*, Robert Armstrong; *Vice-Chairman*, Patricia Kelly; *Secretary-Treasurer*, Madge J. Collar

FINANCIAL: Accounting, Associations, Banking, Brokerage, Financial Publishing, Marketing, Statistical Service Organizations. *Chairman*, Marion E. Wells; *Vice-Chairman*, Anne P. Mendel; *Secretary-Treasurer*, Ruth Miller.

INSURANCE: Automobile, Casualty, Fire, Life, Marine, Surety. *Chairman*, Mariana Thurber; *Vice-Chairman*, Evelyn Andrews; *Secretary-Treasurer*, Avis Ruth Bryson.

MUSEUM: The Arts, Industry and Science, Natural History, Historical Societies. *Chairman*, Alice Mundt; *Secretary-Treasurer*, Ella Tallman.

NEWSPAPER: Magazines, Newspapers, Periodicals, Schools of Journalism. *Chairman*, Stephen A. Greene; *Vice-Chairman*, George Gilfillan; *Secretary-Treasurer*, Albert A. Mason.

PUBLIC BUSINESS LIBRARIANS: Business Branches and Departments of Public Libraries. *Chairman*, Marion L. Hatch; *Vice-Chairman*, Rose L. Vormelker; *Secretary-Treasurer*, Gladys J. Driver.

SCIENCE-TECHNOLOGY: Aeronautics, Chemistry, Communications, Engineering, Petroleum, Public Utilities, Rubber, Technology, Textiles. *Chairman*, Elsie Garvin; *Vice-Chairman*, Ernest F. Spitzer; *Secretary-Treasurer*, Catherine G. Deneen.

SOCIAL SCIENCE: Education, Foreign Relations, Labor, Law, Municipal Reference, Religion, Social Service. *Chairman*, Martha R. Schmidt; *Vice-Chairman*, Helen Rogers; *Secretary-Treasurer*, Anna P. Holdridge.

UNIVERSITY AND COLLEGE: The Arts, Business, Economics, Education, History, Journalism, Law, Languages, and the Applied, Pure and Social Sciences. *Chairman*, Mrs. Marjorie C. Keenleyside; *Vice-Chairman*, M. Esther Newsome; *Secretary-Treasurer*, Roland Mulhauser.

Publications

SPECIAL LIBRARIES, the official journal of the Association, has been published regularly since its inception in February 1910. Issued ten times a year it includes articles of interest to SLA members on both professional and non-professional topics, news of Association activities and notes on new books and pamphlets. For the first time the Association is publishing a *Handbook* as a supplement to one of the magazine's regular issues. *Subscription to* SPECIAL LIBRARIES *is included in Institutional and Active memberships.*

TECHNICAL BOOK REVIEW INDEX, issued ten times a year, is unique in its field, providing quotations from approximately 800 scientific and technical publications. This *Index* serves as a check list and as a reference guide to reviews on innumerable scientific and technical books.

The CHAPTER TOWN CRIER is issued at irregular intervals by the Chapter Liaison Officer to Chapter Presidents and members of the Executive Board and contains items of interest regarding activities of chapters and suggests administrative policies for them.

PROFESSIONAL TOOLS

As the need arises for a publication to increase the efficiency in a special field the Association arranges for its compilation and printing.

Among those published within the past few years are: *Banking and Financial Subject Headings; Business and the Public Library; Creation and Development of an Insurance Library; Directories for the Businessman; Directory of Microfilm Sources; Handbook of Commercial and Financial Services; Professional School and Departmental Libraries; Social Welfare, a List of Subject Headings in Social Work and Public Welfare; Special Library Resources, Volume I; Trade-names Index; Union List of Scientific Periodicals in Chemical Libraries.*

Contemplated publications are: *Special Library Resources, Volumes II and III;* a *Procedure Manual on Filing Corporation Material; Source Lists of Basic Commodities;* a *List of Services on File in Libraries Located in Metropolitan Areas.*

Constitution and By-Laws

(As Adopted June 19, 1936. As Amended June 18, 1937 and June 6, 1940)

CONSTITUTION

Article I

Name and Object

Section 1. Name: The name of this Association shall be Special Libraries Association.

Section 2. Object: The object of this Association shall be to encourage and promote the collection, organization, and dissemination of information, to develop the usefulness and efficiency of special libraries and other research organizations and to encourage the professional welfare of its members.

Article II

Membership

Section 1. Classes: There shall be five classes of national membership: Active, Associate, Institutional, Honorary and Life.

Section 2. Active: Active members shall be engaged in, or interested in library, statistical or research work. They shall be entitled to receive the journal free, to affiliate with not more than five Groups, to affiliate with the Chapter of their choice and to vote at all meetings of the Association.

Section 3. Associate: Associate members shall be engaged in, or interested in library, statistical or research work. They shall be entitled to receive free such bulletin as the Executive Board may authorize, to affiliate with not more than three Groups, to affiliate with the Chapter of their choice and to vote at all meetings of the Association.

Section 4. Institutional: Institutional members shall be individuals, libraries, firms or other organizations maintaining a library, statistical or research department, or interested in library work. In addition to all privileges of Active membership, an Institutional member shall be entitled to affiliate with as many Groups as it may desire, and to receive all publications of the Association free during the term of its membership, except those that the Executive Board may designate as self-sustaining.

Section 5. Honorary: Honorary membership may be conferred upon any person who has shown distinguished merit in the special library field, and whom the Association desires to honor. Nominations may be proposed by the Executive Board at any annual meeting of the Association. Honorary members shall enjoy all the rights and privileges of Active members except the power of voting.

Section 6. Life: Any person, upon the payment of one hundred dollars ($100.00) at one time, and without further financial obligation, shall be eligible to Life membership, and shall enjoy all the rights and privileges of Active members.

Article III

Officers

Section 1. Enumeration: The officers of the Association shall be a President, a First Vice President a Second Vice President, a Secretary, a Treasurer and three Directors.

Section 2. Election: The President, Vice Presidents and Treasurer shall be elected at the annual meeting by a majority vote of all members present and voting, to serve for one year, or until their successors are elected, or appointed, and assume their duties.

Section 3. Directors: A Director shall be elected at each annual meeting by a majority vote of all members present and voting, to succeed the person whose term next expires. He shall serve for three years, or until his successor is elected, or appointed, and assumes his duties.

Section 4. Secretary: The Secretary shall be appointed annually by the Executive Board.

Article IV

Executive Board

Section 1. Composition: The Executive Board shall be composed of the President, Vice Presidents, Treasurer, Directors and the last retiring President. The Board shall have and exercise such powers and duties as the By-Laws may provide, or as the Association may direct.

Section 2. Vacancies: Any vacancy occurring in the Executive Board by reason of resignation or death may be filled by a major-

ity vote of the remaining members of the Board, the appointees to serve until the next annual election.

Article V

Advisory Council

Section 1. Composition: There shall be an Advisory Council consisting of the executive officer of each Committee, Group and Chapter. In case of inability of the executive officer to attend meetings of the Executive Board, he may designate a member of his Committee, Group or Chapter to represent him, or he may send a written report to the President or Secretary which shall be presented at said meeting. The Council shall perform such other duties as the By-Laws may provide.

Article VI

Meetings

Section 1. Annual: The annual meeting of the Association shall be held at the time and place determined by the Executive Board.

Section 2. Quorum: Sixty voting members in good standing shall constitute a quorum for the transaction of business at all meetings of the Association.

Section 3. Rules: Robert's *Rules of Order*, latest edition, shall govern all deliberations of the Association, Executive Board and Committees when not inconsistent with the Constitution and By-Laws.

Article VII

Amendments

Section 1. Constitution: This Constitution may be amended or repealed by a three-fourths vote of the members present and voting at any annual meeting; provided, however, that written or printed notice containing the text of all proposed amendments shall have been given to each voting member, or published in the journal and bulletin, at least thirty days prior to such meeting.

Section 2. Proposals: Amendments to the Constitution may be proposed in writing by the Executive Board, by the Committee on Constitution and By-Laws, or by any twenty-five voting members of the Association, except that proposals originating in the aforesaid Committee shall be reported first to the Executive Board.

Section 3. By-Laws: By-Laws may be adopted or amended by a majority vote of the members present and voting, at any meeting of the Association.

BY-LAWS

By-Law I

Duties of Officers

Section 1. President: The President shall be the chief executive officer of the Association, and, subject to the Executive Board, shall have general supervision and control over its affairs. He shall preside at all meetings of the Association and of the Executive Board, and shall sign all orders drawn upon the treasury for the payment of funds, unless he otherwise designates. Together with the Secretary he shall sign all contracts and other legal documents, when authorized by the Executive Board to do so. He shall see that the Constitution and By-Laws of the Association and the orders of the Executive Board are faithfully executed, and shall recommend to the Board such measures as he may deem necessary for the best interests of the Association.

Section 2. Vice Presidents: In the absence or withdrawal of the President, the Vice Presidents, in their respective order, shall have and perform all the duties and obligations of the President. The Vice Presidents shall perform such other duties as the President or Executive Board may request.

Section 3. Secretary: The Secretary shall keep a record of all meetings of the Association and of the Executive Board. He shall have the right to speak on any question before the Executive Board, but not the right to vote. He shall have charge of the headquarters office; he shall keep a record of the names and addresses of members, designated by classes; he shall issue all bills and collect all money due the Association; he shall draw all orders upon the treasury for the payment of funds; he shall be responsible for all work in connection with the publication of the journal and bulletin, except such as is assigned to the Editors; he shall, with the President, sign all contracts and other legal documents, and shall perform such other duties as may be requested by the Executive Board. His services may be terminated after thirty days' written notice by either party.

Section 4. Treasurer: The Treasurer shall have the custody of all funds of the Associa-

tion, and shall render a true account of the same to the Association at each annual meeting. He shall keep a record of, and disburse such funds in accordance with the mandates of the Executive Board, upon orders drawn by the Secretary and approved by the President. He shall, upon request, submit to the Executive Board a statement of all funds in his custody.

By-Law II

Executive Board

Section 1. Authority: The Executive Board shall have and exercise power and authority to manage and conduct the business of the Association, subject to authorization of the Association. Custody of all property of the Association shall be vested in the Executive Board, which shall have power to manage the same for the best interests of the Association.

Section 2. Meetings: The Executive Board shall meet at the call of the President. Upon the written request of any three members of the Board to the President, he shall call a meeting of the Executive Board. All meetings of the Executive Board shall be open to members of the Advisory Council; provided, however, the Executive Board shall, in its discretion, have the right to meet in executive session.

Section 3. Quorum: Five members of the Executive Board shall constitute a quorum for the transaction of business.

By-Law III

Advisory Council

Section 1. Meetings: Members of the Advisory Council shall meet at least once with the Executive Board during the annual meeting. The members of said Council shall be privileged to attend all meetings of the Executive Board, except executive sessions, and shall have the right to speak on any question, but not the right to vote.

Section 2. Duties: Members of the Advisory Council shall submit reports on the activities of their respective Committees, Groups or Chapters, together with such recommendations as they deem advisable or necessary, to the Executive Board.

Section 3. Organization: The Advisory Council may organize by the election of a chairman and a clerk, both of whom shall be members of the Council, and may hold such meetings for the proper performance of its duties as the chairman or Council may designate.

By-Law IV

Committees

Section 1. Standing: Standing Committees shall be Constitution and By-Laws, Finance, Membership and Publications.

Section 2. Special: The Executive Board may authorize such special committees as it deems necessary, to perform such duties as the Board may assign to such committees.

Section 3. Appointments: The President, with the approval of the Executive Board, shall appoint the chairmen of all such Committees which shall be responsible to the Executive Board. When so directed by the Executive Board, the President shall appoint the entire Committee.

By-Law V

Groups

Section 1. Creation: The Executive Board may authorize the establishment of Groups relating to definite interests of special librarians which are actively represented in the Association, upon the written petition of ten or more members engaged in the work of the proposed Group.

Section 2. Discontinuance: The Executive Board may, in its discretion, recommend the discontinuance of a Group when, in its opinion, the usefulness of that Group has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and, if the recommendation shall be adopted by a majority vote of the members present and voting, such Group shall thereupon be dissolved.

By-Law VI

Chapters

Section 1. Creation: Chapters shall be established only by authorization of the Executive Board, upon the written petition of ten or more Active or Institutional members of the Association, residing in the territory within which the Chapter is desired.

Section 2. Government: Chapters may adopt a Constitution or By-Laws, or both, to govern their activities, not inconsistent with the Constitution and By-Laws of the Association.

Section 3. Membership: Every member of the Association shall automatically be a member of the nearest Chapter within fifty miles of

his residence, unless he requests otherwise. Members not living within fifty miles of a Chapter shall be considered unaffiliated members, unless they request a definite affiliation.

SECTION 4. Discontinuance: The Executive Board may, in its discretion, recommend the discontinuance of a Chapter when, in its opinion, the usefulness of such Chapter has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and if the recommendation shall be adopted by a majority vote of the members present and voting, such Chapter shall thereupon be dissolved.

BY-LAW VII

Finances

SECTION 1. Source of Funds: Funds of the Association shall include income from membership dues, subscriptions, advertising, sale of publications and such other sources as the Executive Board shall approve.

SECTION 2. Fiscal Year: The fiscal year shall be the calendar year.

SECTION 3. Dues: Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the members present and voting at any annual meeting of the Association; and provided, further, that written or printed notice of the proposed change shall be given to all voting members at least sixty days in advance of the meeting at which such action is to be considered.

SECTION 4. Dues Payable: All dues shall be payable annually in advance. The initial dues of new members shall be assessed and collected on a quarterly pro rata basis.

SECTION 5. Dues in Arrears: The membership of any person, firm or organization whose dues shall be six months in arrears, and who shall continue such delinquency for one month after notification of the same, shall automatically cease.

SECTION 6. Reinstatement: Reinstatement may be made on payment of dues for the current year.

SECTION 7. Committee and Group Expenses: Funds for the support of Committee and Group activities shall be paid by the Treasurer upon authorization by the Executive Board, upon application by the Committee or Group. Said application shall set forth in such detail as the Executive Board may require, the purposes for which such funds are requested, together with an approximate budget of expenses.

SECTION 8. Chapter Expenses: Expenses of Chapters shall be met by the appropriation of a percentage of membership dues paid by Chapter members, the percentage and amount of the appropriation to be determined and authorized annually by the Executive Board. Payments to Chapters shall be made semi-annually and automatically in advance. For cause shown, the Executive Board may grant additional funds, or it may grant loans to a Chapter, in its discretion. Each Chapter which shall make application for such additional funds or loans shall submit an estimated budget of expenses, in such detail as the Executive Board may require.

BY-LAW VIII

Meetings

SECTION 1. Notice of the annual meeting, in writing, or printed in the journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meeting.

SECTION 2. Special: The Executive Board shall have power to call such special meetings of the Association as said Board may deem necessary. Notice of special meetings, in writing, or printed in the journal or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meetings. Such notice shall clearly specify the business to be transacted, and no business other than that stated in said notice shall be considered.

BY-LAW IX

Nominations

SECTION 1. Committee: At least three months prior to the annual meeting, the President, with the approval of the Executive Board, shall appoint a Nominating Committee of five persons, no one of whom shall be a member of the Executive Board, to nominate officers for the ensuing year.

SECTION 2. Candidates: Names of candidates for office, together with their written acceptances, shall be presented by the Nominating Committee to the Executive Board at least six weeks before the annual meeting, and said Board shall cause said nominations to be printed in the journal and bulletin, which shall be sent to all voting members at least thirty days prior to the date of such meeting.

SECTION 3. Other Nominations: Further nominations may be made upon written petition of ten voting members.

By-Law X

Publications

Section 1. Publications: The Association shall publish an official organ, which may be referred to as the journal, and such other publications as the Executive Board may authorize. Control of all publications shall be vested in the Executive Board, with power to fix advertising rates, and subscription rates, if any.

Section 2. Editors: The Editors shall be appointed annually by the Executive Board. They shall have charge of their respective publications subject to the editorial policies approved by the Board. The Editor of *Special Libraries* shall attend the meetings of the Executive Board, and shall have the right to speak on any question before the Board, but not the right to vote. The service of any editor may be terminated after thirty days' written notice by either party.

By-Law XI

Headquarters

Section 1. Location: The headquarters of the Association shall be at such place as the Executive Board may determine.

By-Law XII

Affiliation

Section 1. Societies: The Executive Board may by vote affiliate with the Association any national society having purposes similar to those of Special Libraries Association, or may in like manner cause the Association to be affiliated with any national society having similar purposes. The Executive Board may by vote cancel an affiliation when in its opinion such affiliation is undesirable, but such vote to be effective shall be approved by the Association.

Charter Members

Mary Eileen Ahern
Clement W. Andrews
Sarah B. Ball
Mrs. Helen Page Bates
Andrew A. Bostwick
George F. Bowerman
Richard Rogers Bowker
Herbert O. Brigham
Ernest Bruncken
E. L. Burchard
Beatrice E. Carr
Clara Clark
Mrs. Frances Rathbone Coe
John Cotton Dana
F. D. DeBerard
Dr. Horace Flack
Anna Fossler
Marilla W. Freeman
George S. Godard
Daniel N. Handy
Dr. Frederic C. Hicks
Dr. Frank Pierce Hill
Miss L. E. Howard
Jessie Fremont Hume
Maude E. Inch
Florence Johnson
Eleanor Kerr
Dr. John A. Lapp
George W. Lee
Clarence B. Lester
Mari Fay Lindholm
Dr. Harry Lydenberg
John J. Macfarlane
Mrs. Mary Wallis MacTarnaghan
Milo Roy Maltbie
Guy E. Marion
Charles McCarthy
Mrs. Kate Meade McQuigg
Grace W. Morse
Mrs. Mabel Haines Morton
Edith Allen Phelps
George E. Plumb
Samuel H. Ranck
Mary M. Rosemond
Anna Sears
F. O. Stetson
Edward F. Stevens
William Franklyn Stevens
Ida M. Thiele
William Trelease
Henry M. Utley
Miss M. F. Warner
Dr. Joseph L. Wheeler
Dr. Robert H. Whitten
T. J. Willis
F. Mabel Winchell
Beatrice Winser

List of Members

January 1, 1942

This list has been prepared at S.L.A. Executive Office, and is correct, so far as possible to January 1, 1942.

Any changes should be reported to the Secretary, 31 East Tenth Street, New York, N. Y.

Names of Life members are printed in large and small capital letters.

Names of Institutional members are printed in boldface type.

Names of Active members are printed in roman type.

Names of Associate members are printed in italics.

Asterisk indicates Institutional representative.

ABBREVIATIONS

adm.—administration	dept.—department	mgr.—manager
agric.—agriculture-al	dir.—director	p.—public
assn.—association	div.—division	period.—periodical
assoc.—associate	doc.—documents	pres.—president
asst.—assistant	ed.—editor	ref.—reference
atty.—attorney	educ.—education-al	sch.—school
biblgr.—bibliographer	exec.—executive	sec.—section
br.—branch	f.—free	secy.—secretary
catlgr.—cataloger	gen.—general	sr.—senior
ch.—chief	ins.—insurance	sta.—station
chge.—charge	inst.—institute	supt.—superintendent
chr.—chairman	jr.—junior	supv.—supervisor
coll.—college	l.—library	tech.—technology
com.—committee	ln.—librarian	trans.—translator
comm.—commission	mem.—memorial	treas.—treasurer
corp.—corporation	mfg.—manufacturing	univ.—university

A

Abbot, Etheldred, Ln., Ryerson and Burnham Libraries, The Art Inst. of Chicago, Michigan Ave. at Adams St., Chicago, Ill.

Abbott Laboratories, Edith Joannes, Ln., North Chicago, Ill.

Adams, Rev. Arthur, Trinity College, Hartford, Conn.

Adams, Charles M., Asst. to the Dir., Columbia Univ. L., Broadway and 116th St., New York, N. Y.

Adams, Mrs. Constance Beal, Catlgr., Russell Sage Foundation, 130 E. Twenty-second St. New York, N. Y.

Adams, Elaine, Ln., Allan Hancock Foundation, University of Southern California, 3551 University Ave., Los Angeles, Cal.

Adams, Mrs. Mildred Bates, Ln., National Bureau of Economic Research, Inc., 1819 Broadway, New York, N. Y.

Adler, Augusta C., Research Dept., Warner Bros. Pictures, Inc., 4000 South Olive St., Burbank, Cal.

Aeronautical Archives of the Inst. of the Aeronautical Sciences, Gwendolyn Lloyd, Ln., 30 Rockefeller Plaza, Room 1505 W., New York, N. Y.

Agg, Rachel, 4549 Main St., Kansas City, Mo.

Agnich, Mollie, Ln., "The Muskegon Chronicle," Muskegon, Mich.

Ahl, Alvina L., Ln., Research L., Kimberly-Clark Corp., Kimberly, Wisc.

Akerley, E. Marion, Sr. Asst., Massachusetts State L., State House, Boston, Mass.

Akers, Dr. Susan Grey, Dir., The School of Library Science, The Univ. of North Carolina, Chapel Hill, N. C.

Albany P. L., Elizabeth M. Smith, Dir., Harmanus Bleecker L., 19 Dove St., Albany, N. Y.

Albert, George Jay, 4103 West Congress St., Chicago, Ill.
Alcott, William, 64 Lincoln St., Watertown, Mass.
Alderman, Harry J., Ln., American Jewish Com., 386 Fourth Ave., New York, N. Y.
Alessios, Mrs. Alison, Ln., Chatham Square Br., The New York P. L., New York, N. Y.
Alexander, Lelia, Head of Research L., United Artists Studio, 1041 North Formosa, Hollywood, Cal.
Alexander, Mary Louise, Office of Civilian Defense, duPont Circle, Washington, D. C.
Alexander, Ruth, Ln., Diocesan L., 1 Joy St., Boston, Mass.
Alexander, Mrs. Victoria Yates, Ln., Research Laboratory L., The Firestone Tire and Rubber Co., 1278 S. Main St., Akron, Ohio.
Allan, Lillian P., Ln., Yale and Towne Mfg., Co., 200 Henry St., Stamford, Conn.
Allen, Edwin D., Pres., Edwin Allen Co., 1100 S. Wabash Ave., Chicago, Ill.
Allen, Mrs. Eleanor B., Catlgr., The Lippincott L., Univ. of Penn., 36th and Woodland Ave., Philadelphia, Penn.
Allen, Ethel M., 196 N. Seventeenth St., East Orange, N. J.
Allen, Jean H., 616 West 116th St., New York, N. Y.
Allen, Jessie M., Ln., Bureau of Plant Industry, U. S. Dept. of Agriculture, South Building, Washington, D. C.
Allen, Lydia Louise, Ln., Eastern Laboratory L., E. I. du Pont de Nemours & Co., Inc., Drawer B, Gibbstown, N. J.
Allen, Maude E., Associate Ln., Wayne Univ., 4841 Cass Ave., Detroit, Mich.
***Allen, Mrs. Rita,** Ln., Research Dept., Newell-Emmett Co., Inc., 40 East 34th St., New York, N. Y.
Allerding, Johanna E., Ref. Div., Los Angeles County Public L., 322 S. Broadway, Los Angeles, Cal.
Allied Stores Corporation, Helen V. A. Smith, Statistician, 1440 Broadway, New York, N. Y.
Almert, Jane, L., National Assoc. of Manufacturers, 14 W. 49th St., New York, N. Y.
Almond, Nina, Ln., Hoover L. on War, Revolution, and Peace, Stanford Univ., Stanford Univ., Cal.
Ambler, Mary E., Ln., North Park College, Foster and Kedzie Aves., Chicago, Ill.
American Bankers Assoc., The, Mary Pierson McLean, Ln., 22 E. Fortieth St., New York, N. Y.
American Can Co., M. Mignon Gill, Ln., Research Dept., Maywood, Ill.
American College of Surgeons, Margueriete Prime, Ln., 40 E. Erie St., Chicago, Ill.
American Federation of Labor, Edith K. McMahon, Ln., 901 Massachusetts Ave., N.W., Washington, D. C.
American Inst. of Accountants, The, Helen M. Johnstone, Ln., 13 E. Forty-first St., New York, N. Y.
American Inst. of Banking, N. Y. Chapter, Floy H. Sadler, Ln., 233 Broadway, New York, N. Y.
American Iron and Steel Inst., Jeanne McHugh, Ln., 350 Fifth Ave., New York, N. Y.
American Museum of Natural History, Hazel Gay, Ln., 77th St. and Central Park W., New York, N. Y.
American Mutual Liability Insurance Co., Mrs. F. E. Bradford, Ln., 142 Berkeley St., Boston, Mass.
American Optical Company, Mary H. Felt, Ln., Southbridge, Mass.
American Telephone & Telegraph Co., Mary de Jarnette Cox, Ln., General L., 195 Broadway, New York, N. Y.
American Telephone & Telegraph Co., Gertrude D. Peterkin, Ln., Legal Dept., 195 Broadway, New York, N. Y.
American Telephone & Telegraph Co., Marion L. Smith, Ln., Long Lines Dept., 32 Sixth Ave., Room 1100, New York, N. Y.
Amoss, Alice M., Ln., Technical L., Edgewood Arsenal, Edgewood, Md.
Anderson, Geraldine D., Asst. Ln., Mellon Inst. of Industrial Research, 4400 Fifth Ave., Pittsburgh, Penn.
Anderson, Hazel C., Ln., The Tuberculosis League of Pittsburgh, 2851 Bedford Ave., Pittsburgh, Penn.
***Anderson, Helen,** Ln., Niagara Hudson Power Corp., 15 Broad St., 18th Floor, New York, N. Y.
Anderson, Hilda, Secy. and Statistician, Investment Office of Mary A. van Beuren, 30 Rockefeller Plaza, Room 5434, New York, N. Y.
Anderson, Olga, Time Inc., Time and Life Building, Rockefeller Center, New York, N. Y.
Anderson, Mrs. Rachel R., 57 Maiden Lane, Albany, N. Y.
Andrews, Mrs. Evalyn F., Ln., Ins. L. of Chicago, 175 W. Jackson St., Chicago, Ill.
Andrews, Gladys M., Doc. Div., Stanford Univ. L., Stanford Univ., Cal.
Andrews, Joseph L., Ref. Ln., Assoc. of the Bar of the City of New York, 42 W. Forty-fourth St., New York, N. Y.
Andrews, Kenton, Catlgr., Research Dept., Metro-Goldwyn-Mayer Studios, Washington Boul., Culver City, Cal.
Anglemeyer, Mary, 413 W. Fifty-sixth St., New York, N. Y.
Anheuser-Busch, Inc., Lillian A. Case, Ln., 721 Pestalozzi St., St. Louis, Mo.
***Anthony, Edith R.,** Ln., Central L., Westinghouse Electric and Mfg. Co., Inc., East Pittsburgh, Penn.
Applegate, Mrs. Mildred McBride, Ln., College of Dentistry, Univ. of Southern Cal., 122 E. Sixteenth St., Los Angeles, Cal.
Appleton, Mrs. Margaret M., Ln., Detroit Edison Co., 2000 Second Boul., Detroit, Mich.
Aram, Rosamond F., Ln., Technical L., Bonneville Power Adm., Portland, Oregon.
Aranoff, Kenneth, Research and Sales Dept., The Book Shop Bindery, 308 W. Randolph St., Chicago, Ill.
Arany, Lawrence Albert, Indexer, Library, Newsweek, 152 W. 42nd St., New York, N. Y.

Arbaugh, Dorothy, Asst. Archivist, Office of Research and Publications, The National Archives, Washington, D. C.

***Archer, Ellinor,** Ln., Council for Scientific & Industrial Res., 314 Albert St., East Melbourne, C. 2, Victoria, Australia.

Armstrong Cork Co., Mary F. Rodd, Technical Ln., Central Technical Laboratory, Lancaster, Penn.

Armstrong, Eva V., Edgar Fahs Smith Memorial L., Univ. of Penn., Philadelphia, Penn.

Armstrong, Faith, Business Dept., Rockford Public L., Rockford, Ill.

Armstrong, Mary K., Ln., Statistical Dept., Gulf Refining Co., Post Office Box 1166, Pittsburgh, Penn.

***Armstrong, R. A.,** Ln., Jewel Tea Company, Inc., Jewel Park, Barrington, Ill.

Arnott, Helen L., Cleveland Electric Illuminating Co., 75 Public Sq., Cleveland, O.

Arrington, Luther B., Ln., Agricultural Experiment Sta. and Agricultural Coll. L., New Brunswick, N. J.

Ash, Lee, Jr., Asst. State Supervisor of L. Service Projects of Ind., Ind. State L., Indianapolis, Ind.

Ashburner, Elizabeth, Office Secy., American Inst. of Actuaries, Field Bldg., Room 1039, Chicago, Ill.

Askenden, Constance, Asst. Ln., Peabody Museum, Harvard Univ., Divinity Ave., Cambridge, Mass.

***Ashman, Katharine C.,** Ln., The N. J. Zinc Co., 160 Front St., New York, N. Y.

Askew, Sarah Byrd, Secy., New Jersey Public L. Comm., State House Annex, Trenton, N. J.

Asset, Elizabeth R., Asst. Ln., Nat. Industrial Conference Board, 247 Park Ave., New York, N. Y.

***Atkins, J. Howard,** Vice Pres. F. J. Barnard & Co., Inc., 368 Congress St., Boston, Mass.

Atkinson, Teresa W., Ln., Ins. L. Assoc. of Atlanta, 534 Hurt Bldg., Atlanta, Ga.

Atlas Corporation, Emily M. Hall, Ln., 1 Exchange Pl., Jersey City, N. J.

Ault, Frederick C., Act. Ln., St. Louis Municipal Ref. L., City Hall, Room 408, St. Louis, Mo.

Austin, C. Elaine, Care of Mrs. Eva Austin, 11 Cornelia St., New York, N. Y.

Automobile Mfg. Assn., W. L. Powlison, Ln., Patent Dept., New Center Bldg., Room 320, Detroit, Mich.

Avakian, Anne M., Ln., Cal. Forest & Range Experiment Sta., 331 Giannini Hall, Univ. of Cal., Berkeley, Cal.

Averill, Martha Grace, 53 W. 12th St., New York, N. Y.

***Avery, Dorothy M.,** Ln., General L., Room 1918, New York Telephone Co., 140 W. St., New York, N. Y.

Ayerst, McKenna and Harrison, Ltd., Anna V. Brown, Ln., Research Laboratory, 645 Wellington St., Montreal, Canada.

Ayrault, Margaret W., Catlgr., L., Carnegie Endowment for Internat'l Peace, 700 Jackson Pl., N.W., Washington, D. C.

Aznakian, Charles Y., 316 W. 107th St., New York, N. Y.

B

Babson Inst., Gilbert A. Cam, Ln., Babson Pk., Mass.

Bachman, Katherine, 2349 E. Hill Ave., Cincinnati, O.

Bachrach, Dr. Elizabeth, Catlgr., Villanova College L., Villanova, Penn.

***Badcock, Mrs. Mabel A.,** Ln., Russell Sage Foundation, 130 E. Twenty-second St., New York, N. Y.

***Baierle, Helen M.,** Ln., Bakelite Corp., 230 Grove St., Bloomfield, N. J.

Bakelite Corp., Helen M. Baierle, Ln., 230 Grove St., Bloomfield, N. J.

Baker, Daisy, Asst. Secy., Business Men's Assurance Co. of America, P. O. Box 458, General Post Office, Kansas City, Mo.

Baker, Elinor I., Catlgr. L., Law Society of Upper Canada, Osgoode Hall, Toronto, Canada.

Baker, Helen Asst., Dir., Industrial Relations Section, Princeton Univ., Princeton, N. J.

Baker, Helen J., 12 E. 86th St., New York, N. Y.

Baker L., The, Dr. Arthur H. Cole, Adm. Ln., Harvard Graduate School of Business Adm., Boston, Mass.

Balcom, Helen M., Ln., Advertising Dept., The Curtis Publishing Co., Statler Building, Room 1020, Boston, Mass.

Baldwin, Leland D., Ln., Univ. of Pittsburgh, Pittsburgh, Penn.

Ballard, James F., Dir., Boston Medical L., 8 The Fenway, Boston, Mass.

Baltimore College of Dental Surgery, Dental School, Univ. of Maryland, Beatrice Marriott, Ln., The Clarence J. Grieves L., Baltimore, Md.

Baltimore Dept. of Legislative Ref., Dr. Horace E. Flack, Dir., 311 City Hall, Baltimore, Md.

Banay, Dr. George L., Ln., Medical L., Worcester State Hospital, Worcester, Mass.

Bane, Suda L., Hoover L. on War, Revolution, and Peace, Stanford Univ., Stanford Univ., Cal.

Bank, Mrs. Kilian, 401 Denniston Ave., Pittsburgh, Penn.

Banker, Mrs. Grace W., Ln., The Brooklyn Museum, Eastern Pkway. and Washington Ave., Brooklyn, N. Y.

Bankers Life Co., Mr. B. N. Mills, Secy., Sixth and Grand Sts., Des Moines, Ia.

***Bankhead, Laura,** Ln., The Grolier Society, 2 W. Forty-Fifth St., New York, N. Y.

Banks, Julia F., Asst. Ln., National Geographic Society, 16th and M Sts., N.W., Washington, D. C.

Baptie, Margaret, Apartment 41, 47 Morton St., New York, N. Y.

Barber, Delta Fay, Research Dept., Experiment Station L., Hercules Powder Co., Wilmington, Del.

Barck, Dorothy C., Ed., The New York Historical Soc., 170 Central Park W., New York, N. Y.

Barker, Jessie C., Ch. Catlgr., L., Metropolitan Life Insurance Co., 1 Madison Ave., New York, N. Y.

Barksdale, Mrs. Robbie Andrews, The H. W. Wilson Co., 950 University Ave., New York, N. Y.

Barmore, Nelle, Ln., The Rockefeller Foundation, 49 W. Forty-ninth St., New York, N. Y.

Barnard & Co., Inc., F. J., J. Howard Atkins, Vice Pres., 368 Congress St., Boston, Mass.

***Barnes, John W.**, Barnes & Noble, Inc., Fifth Ave. at 18th St., New York, N. Y.

Barnes, Mildred E., Jr. Ln., Ref. Dept., Social Security Board, Washington, D. C.

Barnes & Noble, Inc., John W. Barnes, Fifth Ave. at 18th St., New York, N. Y.

Barnstead, Winifred G., Dir., University of Toronto L. School, Ontario College of Educ. 371 Bloor St., W. Toronto, Canada.

Barr, Pelham, Exec. Dir., Library Binding Inst., 501 Fifth Ave., New York, N. Y.

Barrett, Betty, Asst. Ln., The Hartford Courant, 64–66 State St., Hartford, Conn.

Barrett, Mrs. Lucile T., Ln., National Collection of Fine Arts, Smithsonian Institution, Washington, D. C.

Barrett, Montgomery B., Doc. and Serials Ln., Cooper Union General L., Fourth Ave. and 8th St., New York, N. Y.

Barrows, F. E., Pennie, Davis, Marvin & Edmonds, 247 Park Ave., New York, N. Y.

Barry, Elizabeth G., The Boston Public L., Copley Square, Boston, Mass.

Barsky, Cecile, Tech. Supv., Br. Reclassification Project, Boston Public L., 285 Columbus Ave., Boston, Mass.

Barteaux, Eleanor, Ln., Windsor Public L., 416 Victoria Ave., Windsor, Canada.

Barth, Frances C., 316 W. 95th St., New York, N. Y.

Barth, Harriet, Special Libraries Assn., 31 E. Tenth St., New York, N. Y.

Barthelemy, Eleanor C., Minnesota Dept. of Health, Room 308 Dept. of Health Bldg., Univ. Campus, Minneapolis, Minn.

Bartle, Grace, St. Vincent's Hospital, Indianapolis, Ind.

Bartlett, Mrs. Reba R., Ln., Frank Wiggins Trade Sch., 1646 S. Olive St., Los Angeles, Cal.

Bartley, Mary Elizabethe, P. Affairs Information Service, 11 W. 40th St., New York, N. Y.

Barton, Mary N., Enoch Pratt Free L., Cathedral, Franklin & Mulberry Sts., Baltimore, Md.

***Basil, Helen**, Ln., Div. of Engineering and Research Crane Co., 4100 S. Kedzie Ave., Chicago, Ill.

Bass, Mrs. Lawrence, 4601 Bayard St., Pittsburgh, Penn.

Bassam, Bertha, Asst. Professor, L. Sch., Ontario Coll. of Educ., Univ. of Toronto, Toronto, Canada.

Bassford, Mrs. Amy O., Assistant Ln., Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y.

Battell, Frederic Chapman, 545 W. 111 St., New York, N. Y.

Batten, Barton, Durstine & Osborn, Inc., Katharine D. Frankenstein, Mgr., L.-Research Dept., 383 Madison Ave., New York, N. Y.

Baum, Winifred E., Civics and Doc. Dept., Chicago Public L., Michigan Blvd. & Washington St., Chicago, Ill.

Bauer, Harry C., 134 Crescent Road, Norris, Tenn.

Baxter, Ann, Ln., Huntington Free L. & Reading Room, 9 Westchester Sq., New York, N. Y.

Baxter, Elizabeth H., Messrs. Haskins & Sells, 67 Broad St., New York, N. Y.

Bayne, Helen, Ln., Egbert Le Fevre Memorial L., New York Univ. College of Medicine, 477 First Ave., New York, N. Y.

Beach, Mrs. Elizabeth B., 5419-A Univ. Chicago, Ill.

Bebout, Anna, 508 W. 114th St., Apt. 3D. New York, N. Y.

Becker, Mrs. Irene, Catlgr., Central Photographic File, L., Portland Cement Assn., 33 W. Grand Ave., Chicago, Ill.

Beckwith, Frances, Ln., Forest Service, U. S. Dept. of Agriculture, Plankinton Bldg., Room 7054, Milwaukee, Wis.

Beckwith, Jane, Research Dept., Warner Bros. Pictures, Inc., 4000 S. Olive St., Burbank, Cal.

Bedell, Ruth, Ln., West Side Y. M. C. A., 5 W. 63rd St., New York, N. Y.

***Bedlow, Elinor I.**, Reference L., Guaranty Trust Co. of N. Y., 140 Broadway, New York, N. Y.

Beedle, Ruth, Asst. Ln., Abbott Laboratories, North Chicago, Ill.

Beers, Beatrice A., Ln., Laboratory, Watertown Arsenal, U. S. War Dept., Watertown, Mass.

Beeson, Eunice W., 24 Prescott St., Cambridge, Mass.

Behrend, Dr. Gertrud, L., E. R. Squibb & Sons, 25 Columbia Hts., Brooklyn, N. Y.

Behrman, Mary, Catalog Dept., Cincinnati Public L., 629 Vine St., Cincinnati, Ohio.

Bejarano, Luis E., Ln., Business and Technology Div., Schenectady Public L., Union St. & Seward Place, Schenectady, N. Y.

***Bell, Bettye E.**, Ln., Business L., Nashville Public L., Eighth and Union Sts., Nashville, Tenn.

Bell, Dorothy G., Ln., Business Branch L., 162 Westminster St., Providence, R. I.

Bell, Florence C., Farm Credit Adm., 1300 E St., N.W., Washington, D. C.

Bell Telephone Laboratories, Inc., Leah E. Smith, Ln., The Technical L., 463 W. St., New York, N. Y.

Bellevue School of Nursing, The Carrie J. Brink Memorial L., Emma L. Chaffin, R. N., Ln., 440 E. Twenty-sixth St., New York, N. Y.

Bellingham, Harold, 114 5th St., N.E., Washington, D. C.

***Bemis, Dorothy**, Ln., The Lippincott L., Univ. of Penn., Philadelphia, Pa.

Benagh, Evelyn L., Ref. Dept. L., Univ. of Cal. at Los Angeles, Village Station, Los Angeles, Cal.

Beneficial Management Corporation, Ruth M. Roland, Ln., Personnel-Educ. Dept., 15 Washington St., Newark, N. J.

Benewick, A. Beatrice, A. McKim Ltd., 1253 McGill College Ave., Montreal, Canada

Benjamin, Hazel C., Ln., Industrial Relations Section, Princeton Univ., Princeton, N. J.

***Benner, R. C.**, Patent Atty., Research Laboratory, The Carborundum Co., Niagara Falls, N. Y.

Bennett, Dr. Mary A., Supr., Binding Dept., Columbia Univ. L., Broadway and 116th St., New York, N. Y.

Benson, Frances, 1480 C St., San Diego, Cal.

Benton, Mildred, Coordinator of Bureau Libraries, U. S. Dept. of Agriculture L., South Bldg., Washington, D. C.

Bergstrom, Flora J., R. N., Ln., Lydia E. Anderson L., New York Hospital School of Nursing, 1320 York Ave., New York, N. Y.

Berkowitz, Ruth, Indexer, Industrial Arts Index, The H. W. Wilson Co., 950 University Ave., New York, N. Y.

Berliner, J. J. & Staff, N. Lebow, Ln., 225 Fifth Ave., Room 212, New York, N. Y.

Bernds, Marie, Ref. Ln., Evaporated Milk Assn., 307 North Michigan Ave., Chicago, Ill.

Bernt, Dr. Hans H. A., Law Ln., School of Law, Univ. of New York, 40 Rector St., Newark, N. J.

Berry, Dr. Margaret, Ln., Wallerstein Co., Inc., 180 Madison Ave., New York, N. Y.

Bertold, Arthur B., Assoc. Dir., Philadelphia Bibliographical Center, Fine Arts Bldg., Univ. of Penn., Philadelphia, Penn.

Bertsche, C. V., Mgr., Lawyers' & Merchants' Translation Bureau, 11 Broadway, New York, N. Y.

***Betsberg, June**, Ln., Lord & Thomas, 919 N. Michigan Ave., Chicago, Ill.

Betzer, Mary Elizabeth, L., Universal Oil Products Co., Riverside, Ill.

Bevan, Mrs. Grace Child, Ln., Hillyer Junior College, Young Men's Christian Assn., Hartford, Conn.

Biddle, Laura E., 7329 Poe St., Detroit, Mich.

Bidwell, Dorothy F., 17 Ledyard St., West Hartford, Conn.

Bilkey, Margaret Lillian, L., Sun Life Assurance Co. of Canada, Dominion Sq. Montreal, Canada

Bingham, Mrs. Marjorie T., Ln., Cranbrook Inst. of Science, Bloomfield Hills, Mich.

***Binkley, Doris C.**, Ln., Monsanto Chemical Co., Central Research Lab., Dayton, O.

Biochemical Research Foundation, Mrs. Anne Himmelberger Longenbach, Ln., Newark, Del.

Bird, Margaret A., 1301—15th St., N.W., Washington, D. C.

Birkelo, Gladys Elizabeth, Newark College of Engineering, 367 High St., Newark, N. J.

Birth Control Federation of America, Inc., Mrs. Valentine H. Zahn, Jr., Ln., Public Information Dept., 501 Madison Ave., New York, N. Y.

Bischoffberger, Mrs. A. J., The National Health L., 1790 Broadway, New York, N. Y.

Bishop, Gertrude B., 1801 Pine St., Philadelphia, Penn.

Bishop, Hertha E., 1801 Pine St., Philadelphia, Penn.

Blake, Prof. Charles H., Massachusetts Inst. of Tech., Cambridge, Mass.

Blake, Eloise S., Main L., U. S. Dept. of Justice, Washington, D. C.

Blake, Mildred, Dept. of Surgery, Lakeside Hospital, Cleveland, Ohio.

Blake, Sara E., Ln., Tufts College Medical and Dental School L., 416 Huntington Ave., Boston, Mass.

Blakely, Margaret, Ln., Illinois College, Jacksonville, Ill.

Blanchard, M. Gertrude, Ln., Duquesne Univ., Bluff and Vickroy Sts., Pittsburgh, Penn.

Blender, Dorothea, Commerce Clearing House, 214 North Michigan Ave., Chicago, Ill.

Bleyhl, Norris Arthur, Sullivan Memorial L., Temple Univ., Park Ave. & Berks St., Philadelphia, Penn.

Bliss, Leslie Edgar, Ln., Henry E. Huntington L. and Art Gallery, San Marino, Cal.

Bliss, P. and H., Ellen E. Wolfe, Ln., Middletown, Conn.

Blitzer, Victor W., L., Time, Inc., 9 Rockefeller Plaza, New York, N. Y.

Blocher, M. Priscilla, Ln., Philadelphia Electric Co., 900 Sansom St., Philadelphia, Penn.

Block, Lillian R., Instructor & Ref. Ln., Dept. of Journalism, New York Univ., Washington Sq., New York, N. Y.

Block, Maxine, Editor, Current Biography, The H. W. Wilson Co., 950 Univ. Ave., New York, N. Y.

Bloom, Mrs. Mary F., Order Ln., Lakewood Public L., 15425 Detroit Ave., Lakewood, Ohio.

Bloomquist, Laura May, Ln., Research Dept. McCann-Erickson, Inc., 910 S. Michigan Ave., Chicago, Ill.

Bloss, Meredith, P. Relations Dept., Hartford Public L., 624 Main St., Hartford, Conn.

Blosveren, Ruth, Ln., Tobacco Merchants Assn. of the U. S., 341 Madison Ave., New York, N. Y.

Blumann, Ethel, Ref. Dept., Oakland P. L., 659 Fourteenth St., Oakland, Cal.

Bodinson, Anna Louise, 2305 Fifth Ave., Kearney, Neb.

Boeckmann, Mrs. Gilbert R., 2510 N. Kilpatrick Ave., Chicago, Ill.

Boedker, Mrs. Jane Henry, Patent Dept., Jackson Laboratory, E. I. du Pont de Nemours & Co., Inc., P. O. Box 525, Wilmington, Del.

Boeing, John K., Commercial Dept., Recordak Corp., 350 Madison Ave., New York, N. Y.

Bogart, Mrs. Donald H., Acting Ln., Cincinnati Art Museum, Cincinnati, O.

Bollotin, Sarah D., L., U. S. Naval Air Station, Jacksonville, Fla.

Bond, Miriam A., 468 Pleasant St., Malden, Mass.

Bonnell, Margaret, First Asst. Ln., Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y.

***Bonner, Rebecca K.,** Ln., Business L., Temple Univ., Broad St. and Montgomery Ave., Philadelphia, Penn.

Bonta, Mrs. Edwin, Ln., Montclair Art Museum, S. Mountain & Bloomfield Aves., Montclair, N. J.

Boone, William G., L. Book Binding Dept., Messrs. Savidge and Krimmel, 146 North Tenth St., Philadelphia, Penn.

Boots, Rose, Ln., Marvyn Scudder Financial L., School of Business, Columbia Univ., New York, N. Y.

Boozer, Mary, National Lutheran Council, 39 E. Thirty-fifth St., New York, N. Y.

*Borski, Mrs. Lucia M., 845 Riverside Dr., New York, N. Y.

Bosley, William H., Jr., Sparks, Baltimore County, Md.

Bouwhuis, Rev. Andrew L., S. J., Ln., The Canisius College L., 2001 Main St., Buffalo, N. Y.

Bowen, Mrs. Dorothy Howard, 492 Spruce St., Berkeley, Cal.

Bowers, Ellen, Asst. Children's Ln., Westport Branch L., Kansas City Public L., Kansas City, Mo.

***Bowersox, E. L.,** Mgr., Remington Rand Inc., New York L. Dept., 315 Fourth Ave., New York, N. Y.

Bowling, A. Lucy, Ln., Dept. of Secy., The Dominion Bank, King & Yonge Sts., 9th floor, Toronto, Can.

Bowman, Marion, Post Office Box 244, Sharon, Mass.

Boyce, Helen E., Ln., Henry Ford Hospital, Detroit, Mich.

Boyd, Sara B., Community Apartment, Edgington Lane, Wheeling, W. Va.

Boyer, Carl, Dir. Wagner Free Inst. of Science, Montgomery Ave. & Seventeenth St., Philadelphia, Penn.

Boyer, Emma M., Ln., Investment Analysis Dept., The National City Bank of Cleveland, Euclid Ave. and East Sixth St., Cleveland, Ohio.

Boyer, Marjorie M., L., Sun Life Assurance Co. of Canada, Dominion Sq., Montreal, Can.

Boylan, Elaine, Camp Wallace L., Hitchcock, Texas.

***Boyland, Agnes P.,** Ln., McKinsey & Co., 60 East 42nd St., New York, N. Y.

Bozenhard, Marie E., 16 Buckingham St., Springfield, Mass.

Brace, Maria C., Apartment J 12, 1001 St. Paul St., Baltimore, Md.

Bracken, Thomas, Chief, Biographical Index, The N. Y. Times, New York, N. Y.

Brackett, Thelma, State Ln., New Hampshire State L., Concord, N. H.

***Bradford, Mrs. F. E.,** Ln., American Mutual Liability Ins. Co., 142 Berkeley St., Boston, Mass.

Bradley, E. Jeannette, 30 S. Laun Ave., Dobbs Ferry, N. Y.

***Bradley, Florence,** Ln., Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y.

Brandt, Helen, Enoch Pratt Free L., Baltimore, Md.

Branson, Anne, National Safety Council, 20 N. Wacker Drive, Chicago, Ill.

Breen, Mrs. Virginia W., Ln., U. S. Federal Works Agency, North Interior Bldg., Room 5002-A, Washington, D. C.

Breitsprecher, Helen P., Custodian, Dept. of Journalism Ref. L., New York Univ., Washington Sq., New York, N. Y.

Breskin, Rebecca, Research Asst., Research Dept., Metro-Goldwyn-Mayer Corp., Culver City, Cal.

Breslawsky, Edna L., Great Western Div., Dow Chemical Co., Pittsburg, Cal.

Brewer, Mrs. Chloe Smith, Ln., Medical L., The Grace Hospital, 4160 John R St., Detroit, Mich.

Brewer, Jane, Custodian, Real Property Survey Data and Maps, Div. of Research and Statistics, Federal Housing Adm., Washington, D. C.

Brewitt, Mrs. Theodora R., Ln., Long Beach Public L., Long Beach, Cal.

***Brewster, James,** State Ln., Connecticut State L., Capitol Ave., Hartford, Conn.

Brickett, Margaret F., Ref. and Circulation Dept., New Jersey College for Women, New Brunswick, N. J.

Bridgeport Public L., Julian A. Sohon, Ln., 925 Broad St., Bridgeport, Conn.

Bridges, Louise, L., Sun Life Assurance Co. of Canada, Dominion Sq., Montreal, Can.

Briesemeister, Laura B., Ln., Ref. Dept., The Canton Public L. Assn., 236 Third St., S. W., Canton, Ohio.

Briggs, Mrs. Anna B., Ln., The Southwest Museum, Highland Park, Los Angeles, Cal.

Briggs, Maud, Business and Municipal Br., Minneapolis Public L., 508 Second Ave., S., Minneapolis, Minn.

Brigham, Flora B., Chief, Legislative Ref. L., U. S. Treasury Dept., Washington, D. C.

***Brigham, Harold F.,** Ln., Louisville Free Public L., 301-333 L. Pl., Louisville, Ky.

***Brigham, Herbert O.,** Ln., Newport Historical Society, 82 Touro St., Newport, R. I.

Brignole, Rena M., Ln., Witkower's Book Store, 77 Asylum St., Hartford, Conn.

Brindle, Elizabeth, Ln., E. F. Houghton & Co., 240 West Somerset St., Philadelphia, Penn.

Brinton, Ellen Starr, Secy., National Literature Dept., Women's Int'l. League for Peace & Freedom, 1924 Chestnut St., Philadelphia, Penn.

***Brissel, Willard S.,** Engineering Dept., Wright Aeronautical Corp., 132 Beckwith Ave., Paterson, N. J.

Bristol, Mrs. Ruth A., Secy. Ln., Thayer School of Civil Engineering, Dartmouth Coll., Hanover, N. H.

Bristol-Myers Co., Dr. W. M. Springer, Research Dir., 1575 Long Ave., Hillside, N. J.

British L. of Information, The, Prof. C. K. Webster, Dir., 30 Rockefeller Plaza, New York, N. Y.

Britt, Marian B., Asst. Ln., Zoology L., Natural Sciences Dept., Columbia Univ. Libraries, New York, N. Y.

Broadhurst, Grace A., Ln., Statistical Dept., Phoenix State Bank and Trust Co., 803 Main St., Hartford, Conn.

Brockman, Mrs. Sara W., Stas. Dept., Cleveland Public L., 325 Superior Ave., N. E., Cleveland, Ohio.

Brode, Mrs. Mildred H., 20 Occom Ridge, Hanover, N. H.

Brodman, Estelle, College of Physicians & Surgeons L., Columbia Univ., 630 West 168th St., New York, N. Y.

Brodsky, Mr. David, Ref. Ln., Ref. Dept., The Detroit News, Detroit, Mich.

Bronk, Isabelle, Research Ln., Inst. of Local and State Government, 30 Blanchard Hall, Univ. of Penn., Philadelphia, Penn.

Brooklyn Public L., Dr. Milton J. Ferguson, Chief Ln., Grand Army Plaza, Brooklyn, N. Y.

Broomhall, Lyda, 2 Horatio St., New York, N. Y.

***Brotherton, Nina C.,** Act. Dir., School of L. Science, Simmons College, 300 The Fenway, Boston, Mass.

Broughton, Mildred C., Chief, Business and Tech. Dept., Trenton Free P. L., Academy St., Trenton, N. J.

Broun, Margaret C., L., College of the City of New York, 139th St. and Convent Ave., New York, N. Y.

***Brown, Alberta L.,** L., The Upjohn Co., Kalamazoo, Mich.

***Brown, Anna V.,** Ln., Research Laboratory, Ayerst, McKenna and Harrison, Ltd., 645 Wellington St., Montreal, Canada.

Brown, Mrs. Constance H., Ln., American Public Welfare Assn., 1313 East 60th St., Chicago, Ill.

***Brown, Delbert F.,** Ln., Standard Oil Development Co., Post Office Box 243, Elizabeth, N. J.

Brown, Ethel S., New Jersey P. L. Comm., Trenton, N. J.

***Brown, Grace H.,** Ln., Price, Waterhouse & Co., 56 Pine St., New York, N. Y.

Brown, H. Glenn, Ref. Ln., Ref. Dept., Univ. of Penn., Philadelphia, Penn.

Brown, Harriet, 962 Pierpont St., Rahway, N. J.

Brown, Helen, Ln., Garden Center of Greater Cleveland, E. Boulevard at Euclid Ave., Cleveland, Ohio.

Brown, Janice S., Bureau of Plant Industry L., U. S. Dept. of Agriculture, South Building, Washington, D. C.

Brown, Kathryn M., Ln., Griffenhagen & Associates, 221 N. LaSalle St., Chicago, Ill.

Brown, Keith G., Asst. Ln., New York Herald Tribune, 230 W. Forty-first St., New York, N. Y.

***Brown, Lindsey,** Ln., New Haven Free P. L., New Haven, Conn.

Brown, Maud A., Dir., Health Education, Montana State Board of Health, Helena, Mont.

Brown, May M., Ln., College of Osteopathic Physicians and Surgeons, 1721 Griffin Ave., Los Angeles, Cal.

Brown, Raymond N., Asst. Ref. Ln., Engineering Societies L., 29 W. Thirty-ninth St., New York, N. Y.

Brown, Richard L., Reading Public Library, Reading, Penn.

Brown, Sara J., Joseph Schaffner L. of Commerce, Northwestern Univ., 339 E. Chicago Ave., Chicago, Ill.

Brown, Shirley E., Glendale P. L., 319 E. Harvard, Glendale, Cal.

Brown, Thomas D., Second St., Downingtown, Penn.

Brown, Mrs. Virginia Z., Ln., Shaker Heights Junior High School, Shaker Heights, Ohio.

Browne, Alma Estes, Ln., Social Service L., Simmons College, 18 Somerset St., Boston, Mass.

Browning, Earl W., Ln., Peoria P. L., Peoria, Ill.

Bruer, Mrs. Walter P., 20048 Lichfield Road, Detroit, Mich.

Brunotto, L., Ln., Ecole Polytechnique, 1430, Rue Saint-Denis, Montreal, Canada.

Bry, Ilse, 31 W. 110th St., Room 429, New York, N. Y.

Bryant, Mrs. Lois King, Research Ln., MacManus, John & Adams, Inc., Fisher Bldg., Room 1200, Detroit, Mich.

Bryson, Avis Ruth, Ln., Fire Underwriters' Assn. of the Pacific, Merchants Exchange Bldg., Room 818, San Francisco, Cal.

Budd, John F., Publisher, Custom House Guide, P. O. Box 7, Station P, Custom House, New York, N. Y.

Buff, Mrs. Johanna, S. W. Hooper Foundation L., 845 Lake St., San Francisco, Cal.

Buffalo Society of Natural Sciences, Ruth A. Sparrow, Ln., Research Dept., Buffalo Museum of Science, Buffalo, N. Y.

Bulger, Marie L., Assistant Ln., Philadelphia Electric Co., 900 Sansom St., Philadelphia, Penn.

Bulkley, Anne, Standard & Poor's Corp., 345 Hudson St., New York, N. Y.

Bull, Marsh W., Resident Mgr., Gaylord Bros., Inc., Stockton, Cal.

Bullos, Carlos, Dir. National L., Ministry of National Educ., San Francisco A Bolsa, Caracas, D. F., Venezuela, S. A.

Bunting, Alice, Supt. Interbranch Loan Div., New York Public L., 476 Fifth Ave., New York, N. Y.

Bureau of Power and Light, Los Angeles Municipal Ref. L., Mrs. Frances Stevenson Davis, Ln., Box 3669 Terminal Annex, Los Angeles, Cal.

Burg, Mrs. Sally T., L., Central Y. M. C. A. Coll., 19 S. La Salle St., Chicago, Ill.

Burgess, Doris, Asst. Ln., Advertising Dept., The Curtis Publishing Co., 60 E. Forty-second St., New York, N. Y.

Burgess, Helen E., P. O. Box 145, Visalia, Cal.

Burke, Rev. Ambrose, Ln., St. Francis College, Loretto, Penn.

Burke, Frances E., Asst. Ln., Mine Safety Appliances Co., Braddock and Meade Sts., Pittsburgh, Penn.

***Burke, Mildred A.**, Dir., Research Dept. and L., The Chicago Tribune, 435 N. Michigan Ave., Chicago, Ill.

Burkhard, Mrs. Harriet Monk, Ln., Bureau for St. Traffic Research, Strathcona Hall, Room 314, Yale Univ., New Haven, Conn.

Burkhart, Ethel R., Ln., Brotherhood of Railroad Trainmen, 820 Superior Ave., W. Cleveland, Ohio.

Burnett, Anne, Pacific Gas and Electric Co., 245 Market St., San Francisco, Cal.

***Burnett, Marguerite**, Ln., Federal Reserve Bank of N. Y., 33 Liberty St., New York, N. Y.

Burnham, Elizabeth M., Edwin Ginn L., Fletcher School of Law and Diplomacy, Medford, Mass.

Burns, Alice M., Ln., Science Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Cal.

Burr, Pearle E., Ln., Tyrrell P. L., Beaumont, Texas.

Burrage, Elizabeth, Ln., Administration L., Boston School Com., 15 Beacon St., Boston, Mass.

Burroughs, Elizabeth H., Ln., Union Oil Co. of Cal., Box 758, Wilmington, Cal.

Burrows, Alfreda, Ref. Asst., Business Information Bureau, Cleveland P. L., 325 Superior Ave., N. E., Cleveland, Ohio.

***Burton, Nancy**, Ln., The Manufacturers Life Ins. Co., 200 Bloor St., E., Toronto, Canada.

Buss, Loa Frances, 119 N. Kenwood, Glendale, Cal.

Buss, Mrs. Margaret E., Ln., Slidefilm L., The Jam Handy Picture Service, 2821 E. Grand Blvd., Detroit, Mich.

Butler, Evelyn, Ln., Inst. of P. and Social Adm., Graduate School of Soc. Work, U. of Mich., 40 E. Ferry St., Detroit, Mich.

Buwens, Margaret, Univ. of Cal. Citrus Experiment Station, Riverside, Cal.

Buzzell, Helen G., Ref. Asst., Business Branch of the Newark P. L., 34 Commerce St., Newark, N. J.

Buzzell, Madeline, Ln., Tri-Continental Corp., 65 Broadway, New York, N. Y.

Byrne, Paul R., Ln., Univ. of Notre Dame, Notre Dame, Ind.

Byrnes, Ava, Asst. Ln., Otis L., Norwich, Conn.

C

Cabeen, Mrs. Violet Abbott, Asst. in Chge. of P. Doc., Cataloging Dept., L., Columbia Univ., New York, N. Y.

***Cable, Dr. Donald E.**, Ln., General Laboratories, United States Rubber Co., Market and South Sts., Passaic, N. J.

Calco Chemical Div., American Cyanamid Co., Betty Joy Cole, Ln., Bound Brook, N. J.

Caldor, Selina, 70 E. Fifty-sixth St., New York, N. Y.

Caldwell, Alice E., Philadelphia Chamber of Commerce, Twelfth & Walnut Sts., Philadelphia, Penn.

Calia, Mrs. Margaret E., U. S. Tariff Comm., 8th and E Sts., N. W., Washington, D. C.

California Academy of Sciences, Veronica J. Sexton, Asst. Ln., Golden Gate Pk., San Francisco, Cal.

California Institute of Tech., Joy Tweedie, Ln., Industrial Relations Section, 1201 E. California St., Pasadena, Cal.

California State L., Mabel R. Gillis, Ln., Sacramento, Cal.

Callaghan, R. H., Ln., School of Journalism, Louisiana State Univ., University, La.

Callahan, Gertrude F., Asst. Ln., Thomas Crane P. L., P. O. Box 379, Quincy, Mass.

Callahan, Lillian, Ln., John A. Howe L., Albany P. L., Schuyler, Clinton and Broad Sts., Albany, N. Y.

Callahan, Nell, Ln., Vick Chemical Co., 122 E. Forty-second St., New York, N. Y.

Callender, R. C., Commerce Clearing House, Inc., 510 South Spring St., Los Angeles, Cal.

***Cam, Gilbert A.**, Ln., Babson Inst., Babson Park, Mass.

Cameron, Mrs. Grace Rigby, Ln., Div. of Chemistry, Louisiana State Univ., University, La.

Cameron, Sophie, L., Standard Brands, Inc., 595 Madison Ave., New York, N. Y.

Camp, Gertrude, L., Detroit Edison Co., 2000 Second Ave., Detroit, Mich.

Campbell, Agnes H., Ln., Federal Council of Churches of Christ in America, 297 Fourth Ave., New York, N. Y.

Campbell, Dorcas, Dir. of Advertising, East River Savings Bank, 26 Cortlandt St., New York, N. Y.

Campbell, Edward, Traffic Manager, Bessemer & Lake Erie Railroad Co., Box 536, Pittsburgh, Penn.

Campbell, Ellen P., Head, Circulation Dept., Rutgers Univ. L., New Brunswick, N. J.

Campbell, Gilbert, Ln., School of Mines and Metallurgy, Univ. of Mo., Rolla, Mo.

Campbell, Ida B., Treasurer's Div., Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y.

Campbell, Marguerite E., Ln., Chicago Medical Sch., 710 South Wolcott Ave., Chicago, Ill.

Campbell Taggart Research Corp., Charles H. MacIntosh, Tech. Dir., 4049 Penn, Kansas City, Mo.

Campbell, Mrs. Virginia V., Ln., Messrs. Ernst and Ernst, Buhl Bldg., Room 2000, Detroit, Mich.

Campbell-Ewald Co. of N. Y., Ann West, Ln., Research Dept., 1230 Sixth Ave., New York, N. Y.

Can Manufacturers Inst., Inc., Dr. Miller McClintock, Dir., Research Div., 60 E. 42nd St., New York, N. Y.

Canada, Mrs. Helen E., Legislative Ref. Section L., Federal Works Agency, North

Interior Dept. Bldg., Rm. 5018, Washington, D. C.

Canada Life Assurance Co., The, Pauline Mary Hutchison, Ln., 330 Univ. Ave., Toronto, Canada.

Canadian Bank of Commerce, The, Allan McKenzie, Archivist and Ln., 25 King St., W., Toronto 2, Canada.

Canadian Industries Ltd., Pauline Morrison, Ln., P. O. Box 1260, Montreal, Canada.

Canavan, Ruth, Ln., Metcalf & Eddy, 1300 Statler Bldg., Boston, Mass.

Cannon, Mrs. Margaret E., Ln., Dairy Industries Supply Assn., Inc., 232 Madison Ave., New York, N. Y.

Cantou, Mrs. Doris Asplund, Ref. Ln., Mechanics' Inst., 57 Post St., San Francisco, Cal.

Capreal, Mrs. Edythe Roberts, 63 Admiral Road, Toronto, Canada.

Carbide & Carbon Chemicals Corp., C. E. Hamilton, 437 MacCorkle Ave., South Charleston, W. Va.

Carborundum Co., The, Research Lab. R. C. Benner, Patent Atty., Niagara Falls, N. Y.

Carlen, Lillian N., Asst. Business and Economics Dept., The Enoch Pratt Free L., Cathedral, Franklin & Mulberry Sts., Baltimore, Md.

Carleton, Helen F., Ln., The Lucius Beebe Memorial L., Wakefield, Mass.

Carleton, Mary T., 45 Park Ave., New York, N. Y.

Carlock, Eleanor, Ln., Gulf Research & Development Co., P. O. Box 2038, Pittsburgh, Penn.

Carlsen, Winifred E., Apartment 3D, 213 W. 18th St., New York, N. Y.

Carlson, Ruth Edith, Route 1, Box 66, Benning Sta., D. C.

Carlton, Florence E., Asst. Ln., P. Service Corp. of N. J., 80 Park Pl., Newark, N. J.

Carman, Eleanor, Ln., Upsala College, East Orange, N. J.

Carmichael, Eleanor, Registration Dept., Newark P. L., 5 Washington St., Newark, N. J.

Carmichael, Margaret, Ln., Dumbarton College, 2935 Upton Street, N. W., Washington, D. C.

Carmody, Charlotte L., 514-19th St., N. W., Washington, D. C.

Carmody, Mrs. Mary O., Ln., Mechanics' Inst., 57 Post St., San Francisco, Cal.

Carnegie Institute of Tech. L., Winifred Dennison, Assoc. Ln., Schenley Park, Pittsburgh, Penn.

Carnegie L. of Pittsburgh, E. H. McClelland, Ln., Tech. Dept., 4400 Forbes St., Pittsburgh, Penn.

Carnegie-Illinois Steel Corp., Elizabeth B. Fry, Ln., Carnegie Bldg., Pittsburgh, Penn.

Carnes, Grace B., L., U. S. Dept. of Commerce, Washington, D. C.

Carpenter, Charles A., District Mgr., Bureau of Foreign and Domestic Commerce, U. S. Dept. of Commerce, 1013 New Federal Bldg., Pittsburgh, Penn.

Carpenter, M. K., Ln., Bank of Montreal, 119 St. James St., W., Montreal, Canada.

Carr, Elizabeth F., 465 W. 23rd St., New York, N. Y.

Carroll, John, Boston P. L., Boston, Mass.

Carson, Josephine B., Eastern Baptist Theological Seminary, Lancaster Ave. and City Line, Philadelphia, Penn.

Carter, Mrs. Mary Duncan, Dir., School of L. Service, Univ. of Southern California, Univ. Park, Los Angeles, Cal.

***Case, Lillian A.,** Ln., Anheuser-Busch, Inc., 721 Pestalozzi St., St. Louis, Mo.

Casper, Corienne, Ln., United States Gypsum Co., 300 W. Adams St., Chicago, Ill.

***Casscells, Dorothy T.,** Ln., Promotion and Research Dept., Scripps-Howard Newspapers, 230 Park Ave., New York, N. Y.

Cassidy, J. F., Ln., Refinery L., Standard Oil Co. of Calif., Richmond, Calif.

Casterline, Edna L., Ln., Mellon National Bank, 514 Smithfield St., Pittsburgh, Penn.

Caterpillar Tractor Co., R. T. Mees, Ln., Engineering Dept., Peoria, Ill.

***Cavanaugh, Eleanor S.,** Ln., Standard & Poor's Corp., 345 Hudson St., New York, N. Y.

Cedarleaf, Ruth C., Ln., Technical Dept., Marathon Paper Mills Co., Rothschild, Wisc.

Celanese Corp., Lydia Englander, Cumberland, Md.

Central Hanover Bank and Trust Co., Ruth Miller, Ln., 70 Broadway, New York, N. Y.

Central Young Men's Christian Assoc. Coll., Mrs. Marjorie C. Keenleyside, Ln., 19 S. La Salle St., Chicago, Ill.

Chadwick, Regina E., Asst. Ln., Standard Oil Co. of Calif., 225 Bush St., San Francisco, Calif.

***Chaffin, Emma L., R. N.,** Ln., The Carrie J. Brink Memorial L., Bellevue Sch. of Nursing, 440 E. Twenty-sixth St., New York, N. Y.

***Chalfant, Ella I.,** Ln., Peoples-Pittsburgh Trust Co., Fourth and Wood Sts., Pittsburgh, Penn.

Chamberlain, Marguerite, Ln., Eastman L., Massachusetts Inst. of Tech., Cambridge, Mass.

Chamberlin, Elizabeth G., 186 Cornelia St., Plattsburg, N. Y.

Chamberlin, Mary W., Fine Arts L., 502 Schermerhorn Hall, Columbia Univ., New York, N. Y.

Chandler, Jean E., L., Sanderson and Porter, 52 William St., New York, N. Y.

***Chapman, Mrs. Grace Tattersall,** Dept. of Studies and Information, Family Welfare Assn. of America, 122 E. Twenty-second St., New York, N. Y.

Chapman, M. Theodosia, Ln., Patients' Free L., Social Service Dept., The Johns Hopkins Hospital, Baltimore, Md.

Chase, Evelyn, Ln., R. I. School of Design, 11 Waterman St., Providence, R. I.

Chase, Mrs. Katherine Sparks, Ln., Hercules Powder Co., L., Room 812, Delaware Trust Bldg., Wilmington, Del.

Chen, K. B., P. O. Box 1677, Shanghai, China.
Chernofsky, Frances, 338 Springdale Ave., East Orange, N. J.
***Cherry, Mrs. Frances Cox,** L.-Consultant, Research L., Sperry Gyroscope Co., Inc., Garden City, N. Y.
Chesire, Esther Eloise, Asst. Ln., Ill. Inst. of Tech., Armour College of Engineering, 3300 Federal St., Chicago, Ill.
Chesnick, Barney, Asst. Ln., L. Co. of Philadelphia, Broad and Christian Sts., Philadelphia, Penn.
Chicago Public L., The, Carl B. Roden, Ln., 78 E. Washington St., Chicago, Ill.
Chicago Tribune, The, Mildred A. Burke, Dir. Research Dept. and L., 435 N. Michigan Ave., Chicago, Ill.
Chill, Ruth, 1963 Ryer Ave., New York, N. Y.
Christian Science Monitor, The, Blanche L. Davenport, Ln., 1 Norway St., Boston, Mass.
Christoffersen, Anita, 216 Brighton Ave., Perth Amboy, N. J.
Churcer, Evelyn M., Ref. Ln., Transport Dept., Meteorological Office, 315 Bloor St., W., Toronto, Canada.
Church, Harriet Julia, Dir. Lists and Directories, Ivy Lee and T. J. Ross, 80 Lafayette St., New York, N. Y.
Church, Ruth M., Asst. Ln., Royal Bank of Canada, 360 St. James St., Montreal, Canada.
***Cibella, Ross C.,** Technical Secy. and Ln., Hall Laboratories, Inc., 304 Ross St., Pittsburgh, Penn.
Cieri, Anne Marie, Instructor Dept. of L. Science, Catholic Univ. of America, Washington, D. C.
Cities Service Co., L. L. McEwan, Ln., Library Div., 60 Wall St., New York, N. Y.
Cizon, Elizabeth, 40 Monroe St., New York, N. Y.
***Claflin, Alta B.,** Ln., Federal Reserve Bank of Cleveland, P. O. Box 387, Cleveland, Ohio.
Clague, Maude A., Research Dept., Twentieth Century-Fox Film Corp., P. O. Box 900, Beverly Hills, Calif.
Clark, Mrs. Ann Lemen, Catlgr. School of Pharmacy L., Univ. of Maryland, Lombard and Greene Sts., Baltimore, Md.
Clark, Corinne, 2708 Dana St., Berkeley, Calif.
Clark, Donald T., Asst. Ln., Baker L., Harvard Graduate School of Business Adm., Soldiers Field, Boston, Mass.
Clark, Mrs. Leila F., Asst. Ln., U. S. National Museum, Smithsonian Inst., Washington, D. C.
Clark, Margaret M., 20 Willett St., Albany, N. Y.
Clark, Mary S., Law Ln., Stanford Univ. Libraries, Stanford Univ., Calif.
Clark, Rena, Asst. Ln., Research Dept., Paramount Pictures, Inc., 5451 Marathon St., Hollywood, Calif.
Clarke, Mrs. Adelene S., L., U. S. Social Security Board, 619 Portland Bldg., Washington, D. C.
Clarke, Edna F., Ln., Aluminum Laboratories Ltd., 1800 Sun Life Bldg., Montreal, Canada.
Clarke, Lorena, Catlgr. Medical and Dental L., Univ. of Illinois, 1853 West Polk St., Chicago, Ill.
Clary, Mrs. Josephine B., 17 Longview Rd., Livingston, N. J.
Cleaver, Phyllis, 503 W. Decatur St., Decatur, Ill.
Clegg, William E., Boston P. L., Boston, Mass.
Cleland, Ethel, Ln., Business Br., Indianapolis P. L., 150 N. Meridian St., Indianapolis, Ind.
Clemencon, Louise, File Exec., Fish, Richardson & Neave, Esqs., 20 Exchange Pl., New York, N. Y.
***Clemons, Harry,** Ln., Alderman L., Univ. of Virginia, Charlottesville, Va.
Clevenger, Helen, 612 W. 115th St., New York, N. Y.
Clickner, Mrs. Louise H., In Chge., Municipal Ref. Service, Div. of State and Local Government, U. S. Bureau of the Census, Washington, D. C.
Clifford, William, Ln., Metropolitan Museum of Art, Fifth Ave. and Eighty-second St., New York, N. Y.
Clift, David H., Asst. to the Dir., Columbia Univ. Libraries, Broadway and 116th St., New York, N. Y.
Clinton, Loretta, Ln., Jam Handy Motion Picture Service, Inc., 2821 E. Grand Blvd., Detroit, Mich.
Cloud, Irene C., 656 W. Eighteenth St., Los Angeles, Calif.
Cloues, Rev. William J., 24 Ripley St., Newton Centre, Mass.
Clough, Mabel E., Remington Rand Inc., 315 Fourth Ave., New York, N. Y.
Coates, Emily C., Ln., Travelers Ins. Co., Hartford, Conn.
Cobb, Mary B., Ln., Boston Society of Natural History, 234 Berkeley St., Boston, Mass.
Cocker, Clara I., Head Asst., Tech. Dept., Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.
Coffin, Muriel, Chemical Div., Procter and Gamble Co., P. O. Box 893, Ivorydale, Ohio.
Coffman, Charlotte E., Ln., Temple Univ. Professional Schools, Eighteenth and Buttonwood Sts., Philadelphia, Penn.
Coffyn, Mrs. Eleanor N., Asst. Ln., Lowell P. L., Lowell, Mass.
Cohen, Iva, 31 E. 12th St., New York, N. Y.
Cohen, Rose, Social Sciences Dept., Detroit P. L., Detroit, Mich.
Cohen, Sara, 56 W. 180th St., New York, N. Y.
***Cole, Dr. Arthur H.,** Adm. Ln., The Baker L., Harvard Graduate School of Business Adm., Boston, Mass.

***Cole, Betty Joy,** Ln., Calco Chemical Div., American Cyanamid Co., Bound Brook, N. Y.

Cole, Dorothy Ethlyn, Ref. Ln., Central Y. M. C. A. Coll., 19 S. La Salle St., Chicago, Ill.

Coleman, Christopher B., Dir., Indiana State L., Indianapolis, Ind.

Coles, T. R., Jr., Vice-Pres., Pacific L. Binding Co., 770 E. Washington Blvd., Los Angeles, Calif.

Collar, Madge J., Ln., H. W. Kastor & Sons Advertising Co., Inc., 360 N. Mich. Ave., Chicago, Ill.

College of the City of New York, The, School of Business, Mrs. Lillian Gleissner Nelson, L. Asst. in Chge., 17 Lexington Ave., New York, N. Y.

Collins, Dorothea, Curator, Pliny Fisk Collection of Railroads and Corp. Finance, Princeton Univ., Princeton, N. J.

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Collins, Will H., Ln., Akron P. L., 69 E. Market St., Akron, Ohio.

Colman, Ruth W., Deering L., Northwestern Univ., Evanston, Ill.

Columbia Broadcasting System, Inc., Agnes Law, Asst. Ln., L. and Ref. Files, 485 Madison Ave., New York, N. Y.

Columbia University Libraries, Dr. C. C. Williamson, Dir., South Hall, Columbia Univ., New York, N. Y.

Colwell, Blanche, Ln., P. Health L., Los Angeles County Health Dept., 132 W. First St., Los Angeles, Calif.

Coman, Edwin T., Jr., Ln., Graduate School of Business, Stanford Univ., Stanford University, Calif.

Comings, Marian, Art Ln., Ref. Dept., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

Commons, Mrs. Ellen, Ln., U. S. Social Security Board, 815 Connecticut Ave., N. W., Washington, D. C.

Commonwealth Edison Co., Edith L. Mattson, Ln., 72 West Adams St., Room 1100, Chicago, Ill.

Compton Advertising, Inc., Marion Sutcliffe, Ln., 630 Fifth Ave., New York, N. Y.

Compton & Co., F. E., Virginia S. McEachern, Ln., Editorial Dept., 1000 N. Dearborn St., Chicago, Ill.

Compton, Helen M., Ln., Washington Junior High School, Duluth, Minn.

Comstock, Marjorie, 427 Berkeley Ave., Bloomfield, N. J.

Comte, Marie, Technical Ln., Monsanto Chemical Co., 1724 S. Second St., St. Louis, Mo.

Conant, Harrison Josiah, Ln., Vermont State L., Montpelier, Vt.

Conant, Mabel, Ref. Dept., The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.

Conboy, Margaret M., Hotel McAlpin, 34th St. and Broadway, New York, N. Y.

Condell, Lucy, Ln., U. S. Veterans' Adm. Facility, Lyons, N. J.

Condit, Mrs. Mary, Ln., Engineering & Commerce Library, Univ. of Cincinnati, Cincinnati, O.

Coney, Donald, Ln., The Univ. of Texas, Austin, Tex.

Confederation Life Assn., K. E. Hird, Act. Ln., Toronto Canada.

Conklin, Mrs. Helen, 12850 Woodward Ave., Highland Pk., Detroit, Mich.

Conkling, Portia M., Br. Ln., The Queens Borough P. L., 86-01 Broadway, Elmhurst, N. Y.

Conley, Ella Jean, Ln., Courville Sch., 18040 St. Aubin, Detroit, Mich.

Connecticut State Library, James Brewster, State Ln., Capitol Ave., Hartford, Conn.

Connor, Elizabeth, Ln., Mt. Wilson Observatory, 813 Santa Barbara St., Pasadena, Calif.

Connor, John M., Medical L., Columbia Univ., 630 W. 168th St., New York, N. Y.

Connor, Mrs. John M., Ln., N. Y. Orthopedic Dispensary & Hospital, 420 E. Fifty-ninth St., New York, N. Y.

Conrow, Anne W., Joseph Conrad L., Seamen's Church Inst. of N. Y., 25 S. St., New York, N. Y.

Considine, Isabel C., 918 N. 63rd St., Philadelphia, Penn.

Considine, Ruth E., 1323 Quincy St., N. E., Washington, D. C.

Consolidated Edison Co. of N. Y., Inc., Josephine I. Greenwood, Ln., 140 E. Fifteenth St., Room 1530-S, New York, N. Y.

Converse, Helen C., Catlgr. L., Virginia Polytechnic Inst., Blacksburg, Va.

Cook, Dorothy E., The H. W. Wilson Co., 950–972 Univ. Ave., New York, N. Y.

Cook, Katharine E., Actuarial Staff, Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y.

Cooley, Sara R., Catlgr. L., Equitable Life Assurance Soc. of the U. S., 393 Seventh Ave., New York, N. Y.

Coonan, Margaret E., Asst. Ln., The Library Co. of The Baltimore Bar, 329 Court House, Baltimore, Md.

Cooper, Evelyn L., Ref. Ln., Glendale P. L., 319 E. Harvard St., Glendale, Calif.

Cooper, Isabella M., American Woman's Club, 353 W. Fifty-seventh St., New York, N. Y.

Copeland, Lucille, 420 W. 119th St., New York, N. Y.

Corcoran, Grace, 17531 Pennington Drive, Detroit, Mich.

Cordingley, Nora E., Ln., Roosevelt Memorial Assn., Inc., 28 E. Twentieth St., New York, N. Y.

Corning Glass Works, Catherine G. Deneen, Ln., Laboratory L., P. O. Box 544, Corning, N. Y.

Cornish, Ellen Josephine, Ref. Dept., Oakland Free L., 569 Fourteenth St., Oakland, Calif.

Costello, H., Ln., Research Dept., Bank of Canada, Ottawa, Canada.

Council for Scientific & Industrial Res., Ellinor Archer, Ln., 314 Albert St., East Melbourne, C. 2, Victoria, Australia.

Covalt, Mrs. Edith K., Doc. Dept., Chicago P. L., Chicago, Ill.

Cowell, Ruth F., Ref. Dept., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

Cowie, C. Edythe, Cincinnati Board of Elections, 622 Sycamore St., Cincinnati, O.

Cowles, Thomas, 2338 McKinley St., Berkeley, Calif.

Cox, Carol Ruth, Ln., Bureau of P. Adm., Univ. of Calif., Berkeley, Calif.

Cox, E. Beatrice, The Lippincott L., Univ. of Penn., Philadelphia, Penn.

***Cox, Mary de Jarnette,** Ln., General L., American Telephone & Telegraph Co., 195 Broadway, New York, N. Y.

Cox, M. LaVelle, 1925 N. Park Ave., Philadelphia, Penn.

Craig, Helen M., Research Ln., Technical L., Bell Telephone Laboratories, Inc., 463 West St., New York, N. Y.

Craig, Mrs. Mabel W., Ref. Ln., Lewis College of Arts and Sciences, 1951 W. Madison St., Chicago, Ill.

Crandal, Emma E., Ln., Universal Oil Products Co., P. O. Drawer C, Riverside, Ill.

Crane Company, Helen Basil, Ln., Div. of Engineering and Research, 4100 S. Kedzie Ave., Chicago, Ill.

Crawford, Jeanette, Ln., Harper Hospital, 3825 Brush St., Detroit, Mich.

***Crego, Verda S.,** Ln., The National Bank of Detroit, Detroit, Mich.

Crellin, Anita M., Ln., Bureau of P. Adm. and L. of Economic Research, Univ. of Calif., Berkeley, Calif.

Crist, Florence Louise, 2228 Orange Grove Ave., Alhambra, Calif.

Critchley, Mary, Ln., The Montreal Board of Trade, 300 St. Sacrament St., Montreal, Canada.

Critchlow, Mrs. Flora, 4809 Escalon Ave., Los Angeles, Calif.

Croes, Mary Frances, Filing Dept., Kuhn, Loeb & Co., 52 William St., New York, N. Y.

Crosland, Mrs. Dorothy M., Ln., Georgia School of Tech., Atlanta, Ga.

Cross, Jesse Edward, Ref. Ln., Brooklyn P. L., 197 Montague St., Brooklyn, N. Y.

Crouch, Guinevere E., Ln., Montana School of Mines, Butte, Mont.

Crowe, Mabel R., Ln., Investment L., The Chase National Bank, 11 Broad St., New York, N. Y.

Crowell, Edith H., Ln., New York Society L., 53 E. Seventy-ninth St., New York, N. Y.

Cruger, Helen, Supervisor, Central Files, Bell Telephone Laboratories, Inc., 463 W. St., New York, N. Y.

***Cruikshank, Rosamund,** Ln., Hartford P. L., Business and Technical Br., 730 Main St., Hartford, Conn.

Cruikshank, Ruth D., 216 Quincy St., Brooklyn, N. Y.

Cullen, Anna V., Ln., Roswell & Co., 15 William St., New York, N. Y.

Cullen, Elizabeth Orlan, Ref. Ln., Bureau of Railway Economics, Assn. of American Railroads, 1002 Transportation Bldg., Washington, D. C.

Cummings, Helen, Asst. Ln., Graduate School of Business, Stanford Univ., Stanford Univ., Calif.

Cummings, Orpha, Ln., Giannini Foundation of Agricultural Economics, Univ. of Calif., Berkeley, Calif.

Cunkle, Mrs. Elizabeth Clark, 17851 Chase St., Northbridge, Calif.

Cunningham, Mrs. Eileen R., Ln., School of Medicine, Vanderbilt Univ., Twenty-first Ave. at Edgehill, Nashville, Tenn.

***Cunningham, Joy C.,** Ln., Shell Oil Co., Inc., 50 W. 50th St., New York, N. Y.

***Curley, Lillian A.,** Ln., Liberty Mutual Ins. Co., 175 Berkeley St., Boston, Mass.

Curran, Cecelia G., Davis, Polk, Wardwell, Gardiner & Reed, 15 Broad St., Room 1602, New York, N. Y.

Curry, Josephine, Apt. 74, 536 W. 113th St., New York, N. Y.

Curtis, Grace R., 203 E. 74th St., New York, N. Y.

Curtis Publishing Co., Marcella Hasselberg, Ln., Commercial Research Div., Independence Sq., Philadelphia, Penn.

Curtiss, Frances E., Research Ln., The George B. Catlin Memorial L., The Detroit News, Detroit, Mich.

Cushing, Helen Grant, 339 E. Fifty-eighth St., New York, N. Y.

Cutler, Lillian Ruth, 4355 Coolidge Ave., Minneapolis, Minn.

D

Dabagh, Mrs. Jean Lynch, 2210 Waikolu Way, Honolulu, Hawaii.

Dabagh, Thomas S., Ln., Los Angeles County Law L., Hall of Records, Room 703, Los Angeles, Calif.

Dairy Industries Supply Assn., Inc., Mrs. Margaret E. Cannon, Ln., 232 Madison Ave., New York, N. Y.

Dakin, Shirley, Ln., Bronx Ref. Center, New York P. L., 2555 Marion Ave., New York, N. Y.

Dalgoutte, William Craig, The British L. of Information, 30 Rockefeller Plaza, New York, N. Y.

Dalton, Kathryn, Ault and Wiborg Corp., Dana and Montgomery, Cincinnati, O.

***Danforth, Avis H.,** Ln., The National Shawmut Bank of Boston, 40 Water St., Boston, Mass.

***Daniel, Mrs. R. C.,** Ln., Business and Technical Dept., Forth Worth P. L., Forth Worth, Texas.

Darnall, May F., Ref. Asst., Office for Emergency Management, 3524 Social Security Bldg., Washington, D. C.

Darrach, Majorie J., Ln., Medical Science Dept., The Detroit P. L., 645 Mullet Ave., Detroit, Mich.

Dart, J. Doris, Asst. Ln., Hamilton Smith L., Univ. of New Hampshire, Durham, N. H.

Darwin, Gertrude, Catlgr., Federal Reserve Bank of New York, 33 Liberty St., New York, N. Y.

Daub, Albert, G. E. Stechert & Co., 31 E. Tenth St., New York, N. Y.

***Davenport, Blanche L.,** Ln., The Christian Science Monitor, 1 Norway St., Boston, Mass.

Davenport, Mary Elizabeth, Ln., Medical L., The Mary Imogene Bassett Hospital, Cooperstown, N. Y.

Davidson, Kathleen M., L., American Bible Society, Park Ave. and 57th St., New York, N. Y.

Davies, Audrey M., Ln., Inst. of P. Adm., 261 Broadway, New York, N. Y.

Davies, W. W., Dir., Argentine Information Bureau, 122 E. Forty-second St., New York, N. Y.

Davis, Albert H., The F. W. Faxon Co., 83 Francis St., Back Bay, Boston, Mass.

Davis, Ann., Household Finance Corp., 919 N. Michigan Ave., Chicago, Ill.

Davis, Audrey W., Ln., Howard A. Kelly, L., 1406 Eutaw Pl., Baltimore, Md.

***Davis, Mrs. Frances Stevenson,** Ln., Los Angeles Municipal Ref. L., Bureau of Power and Light, Box 3669 Terminal Annex, Los Angeles, Calif.

Davis, Jane, The William S. Merrell Co., Lockland Sta., Cincinnati, Ohio.

***Davis, Margaret M.,** Ln., The Electric Storage Battery Co., Allegheny Ave. and Nineteenth St., Philadelphia, Penn.

Davis, Muriel A., Asst. Ln., Grand Lodge of Massachusetts, A.F. & A.M., 51 Boylston St., Boston, Mass.

Davis, Sarah D., 2026 Eleanor Pl., Mt. Auburn, Cincinnati, O.

Davis, Whitman, Ln., Univ. of Mississippi, Univ., Miss.

Davison, Mrs. Marion Snowden Roy, 25 Saranac St., Dobbs Ferry, N. Y.

Dawson, Dorotha, Supervising Instructor, School Libraries, Detroit P. Schools, 467 W. Hancock St., Detroit, Mich.

Day, Emily L., 2100 Nineteenth St., N.W. Washington, D. C.

Day, Mary B., 8319 St. Lawrence Ave., Grand Crossing, Ill.

Day, Mrs. Winnie, Research Dept., Warner Bros. Pictures, Inc., 4000 S. Olive St., Burbank, Calif.

Dean, Mrs. Emily, 324 E. 41 St., New York, N. Y.

Dean, Hazel, Asst. Professor, School of L. Science, Univ. of Southern Calif., Los Angeles, Calif.

Dean, J. A., L. Information Dept., Shell Oil Co., 100 Bush St., San Francisco, Calif.

Deane, Dorothy H., 41 Grove St., New York, N. Y.

Dearden, R. Rowland, Pres., U. S. Review Publishing Co., 500 Walnut St., Philadelphia, Penn.

DeBakhtiar, Boris V., Ln., The United Gas Improvement Co., 1401 Arch St., Philadelphia, Penn.

de Bondeli, Elsa, 147 E. 72nd St., New York, N. Y.

Decker, Charles, Chloe Morse, Inc., 60 E. 42nd St., New York, N. Y.

Decker, Mrs. Cora Butterfield, Extension Division, New York P. L., 5th Ave. at 42nd St., New York, N. Y.

de Laet, Mrs. Kathryn Frances, Elizabeth Arden Sales Corp., 681 Fifth Ave., New York, N. Y.

de Le Vin, Mrs. Margaret M., Catlgr., Massachusetts Inst. of Tech., Cambridge, Mass.

DeMeo, Mary Lucille, Preparation Div., New York P. L., 476 Fifth Ave., New York, N. Y.

Dempsey, Mrs. Ethel, Ref. Ln., New Haven Free P. L., Elm and Temple Sts., New Haven, Conn.

***Deneen, Catherine G.,** Ln., Laboratory Library, Corning Glass Works, Post Office Box 544, Corning, N. Y.

***Dennis, Willard Kelso,** Ln., Parks Air College, Inc., E. St. Louis, Ill.

***Dennison, Winifred,** Assoc. Ln., Carnegie Inst. of Tech. L., Schenley Park, Pittsburgh, Penn.

Denton, Dr. Eleanor Omer, Ln., Research Dept., Michigan Alkali Co., Wyandotte, Mich.

Derby, Marjorie, Birmingham P. L., Birmingham, Alabama.

Derbyshire, Ruth, 45 W. 11th St., New York, N. Y.

Dess, M., Pres., Dess & Talan Co., Inc., 217-21 E. 144th St., New York, N. Y.

Detroit P. L., The, Ralph Ulveling, Ln., Woodward Ave. at Kirby St., Detroit, Mich.

Devitt, Mrs. Mary B., Federal Housing Adm. L., 1001 Vermont Ave., N.W., Washington, D. C.

de Vrieze, Maria, Ln., The Commonwealth Fund, 41 E. Fifty-seventh St., New York, N. Y.

Dew, Elizabeth, Research Dept., Westvaco Chlorine Products Corp., 405 Lexington Ave., New York, N. Y.

***Dewey, George E.,** Head of Inf. Div., Development and Patent Dept., Standard Oil Co. (Indiana), 910 S. Mich. Ave., Chicago, Ill.

Diamond, Isabella Stevenson, Ln., U. S. Treasury Dept., Treasury Dept. Bldg., Room 352, Washington, D. C.

Dichmann, Lucille, Ln., James Whitcomb Riley Hospital for Children, 1040 W. Michigan St., Indianapolis, Ind.

Dick, Christian R., Ln., E. L. Doheny Memorial L., Univ. of Southern California, Univ. Ave., Los Angeles, Calif.

Dickison, Raymond R., Ln., Pond Laboratory, School of Chemistry and Physics, The Pennsylvania State College, State College, Penn.

Diehl, Robert, Ref. Dept., The Detroit News, Detroit, Mich.

Dietrichson, Mrs. Mary Watkins, Ln., Kirstein Business Br., Boston P. L., 20 City Hall Ave., Boston, Mass.

Dietz, Hildegard, Ln., Michigan Unemployment Compensation Comm., 14320 Woodward Ave., Detroit, Mich.

Dikeman, Helen G., Tech. Dept., Bridgeport P. L., 925 Broad St., Bridgeport, Conn.

***Dillane, Lorna E.**, Ln., North American Life Assurance Co., 112 King St. W., Toronto, Canada.

Dillistin, Cora, Ch. of Files, Federal Reserve Bank of New York, 33 Liberty St., New York, N. Y.

Dime Savings Bank of Brooklyn, The, Edna Retzlaff, Ln., 9 DeKalb Ave., Brooklyn, N. Y.

Dimon, George H., Editorial Asst. and Mgr. of Inquiry Dept., The Financial World, 21 W. St., New York, N. Y.

Disston & Sons, Inc., Henry, H. C. Schweitzer, Markets & Statistics Dept., Tacony, Philadelphia, Penn.

Dixon, Dorothy L., Ln., Imperial Tobacco Company of Canada, Ltd., P. O. Box 1320, Montreal, Canada.

***Doane, Gilbert H.**, Dir. of the L., Univ. of Wisconsin, 816 State St., Madison, Wis.

Dobson, Hazel A., Ln., Wall St. Div., New York Univ., 90 Trinity Pl., New York, N. Y.

Docherty, Mrs. Pearl, Ln., Editorial Dept., The Indianapolis News, 30-32 W. Washington St., Indianapolis, Ind.

Dodge, Vera Louise, 661 W. End Ave., New York, N. Y.

***Doe, Katharine C.**, Ln., Methods Dept., The Prudential Ins. Co. of America, Newark, N. J.

Doerschuk, Ernest E., 1589 Unionport Rd., New York, N. Y.

Doetsch, Louise, Baltimore News, Post & American, Pratt and Commerce Sts., Baltimore, Md.

Dolan, Elizabeth J., Potomac Electric Power Co., Tenth and E Sts., N.W., Washington, D. C.

Domers, Margaret, Science Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Dominion Textile Company, Ltd., Eleanor M. Hickey, Ln., Purchasing Dept., 710 Victoria Sq., Montreal, Canada.

Dompe, Catherine E., Ln., North American Investment Corp., Russ Bldg., Room 2500, San Francisco, Calif.

Donaldson, Helen Stewart, Branch Ln., Social Relations L., Carnegie Inst. of Tech., Pittsburgh, Penn.

Donnell, Georgia, Ln., Medical Dept., Veterans Adm. Facility, Los Angeles, Calif.

Donnelly, June, 7 Newett St., Pittsburgh, Penn.

Donnelly, Miriam W., Asst. Ln. and Catlgr., The American Inst. of Accountants, 13 E. Forty-first St., New York, N. Y.

Donohoe, Frank, Ln., The Evening Bulletin Ref. L., Filbert and Juniper Sts., Philadelphia, Penn.

Donovan, Grace, Ln., Western Electric Co., Inc., 100 Central Ave., Kearny, N. J.

Donovan, Lucile, Ln., U. S. Securities & Exchange Comm., 1778 Pennsylvania Ave., N.W., Washington, D. C.

***Dooley, Dr. Dennis A.**, Ln., Mass. State L., State House, Boston, Mass.

Dooley, Leona E., Ln., The Anglo California National Bank of San Francisco, 1 Sansome St., San Francisco, Calif.

Doremus, Constance, Asst. Ln., Mount Mary College, Milwaukee, Wisc.

Dority, Mrs. Ione Ely, Ln., Bureau of Government, Haven Hall, Univ. of Mich., Ann Arbor, Mich.

Dorsey, Elizabeth, Marvyn Scudder Financial L., Columbia Univ., New York, N. Y.

Dorwart, Mrs. Eunice M., Ln., W. H. & L. D. Betz., Gillingham & Worth Sts., Frankford, Penn.

Doss, M. P., Ln., The Texas Co., 135 E. Forty-second St., New York, N. Y.

Doty, Martha M., Asst. Ln., Universal Oil Products Co., Post Office Drawer C, Riverside, Ill.

Doughty, Florence A., Ln., Edward B. Hale, L., The Franklin Square House, 11 E. Newton St., Boston, Mass.

Douglas, Jessie, Inst. of International Educ., 2 W. Forty-fifth St., New York, N. Y.

Dow Chemical Co., The, Maude Ellwood, Ln., Midland, Mich.

Dow, Robena M., Ln., Board of Trade of the City of Toronto, King Edward Hotel, Toronto, Canada.

Dowdall, Virginia, Ln., Exec.-Personnel Dept., Southwestern Bell Telephone Co., 1405 Telephone Bldg., St. Louis, Mo.

Dowell, Edith, 7 Gilbert Pl., West Orange, N. J.

Downey, Dr. Glanville, Ln., School of Fine Arts, Yale Univ., New Haven, Conn.

Downey, Margaret Abigail, Ln., Associate Sales Co., Inc., 3123 E. Jefferson, Detroit, Mich.

Downs, Mrs. Helen H., Lending Ln., Univ. of Pittsburgh, 504 Cathedral of Learning, Pittsburgh, Penn.

Drackett Co., The, Gertrude E. Geyer, Ln., 5020 Spring Grove Ave., Cincinnati, Ohio.

Draeger, Ida J., Ln., Woman's Medical College of Penn., Henry Ave. and Abbotsford Rd., East Falls, Philadelphia, Penn.

Drake, Dorothy May, Ln., Business and Municipal Dept., Sacramento City Free L., Ninth and I Sts., Sacramento, Calif.

Drake, Dorothy W., The Maria Hosmer Penniman Memorial L., Univ. of Penn., Philadelphia, Penn.

Draper, E. Louise, Ln., Div. of Health Educ., New York State Dept. of Health, State Office Bldg., Albany, N. Y.

Driver, Gladys J., Asst. Ln., Business and Industrial Dept., South Bend P. L., 120 W. Wayne St., South Bend, Ind.

du Bourg, Bernice, 121 E. 30th St., New York, N. Y.

Dudgeon, Lucile, The Enoch Pratt Free L., Cathedral, Franklin and Mulberry Sts., Baltimore, Md.

Duerell, Marie C., Conn. Mutual Life Ins. Co., 140 Garden St., Hartford, Conn.

Duffey, Katherine I., Deposits Dept., Chicago P. L., Chicago, Ill.

Dulka, John, Ref. Dept., Milwaukee P. L., 814 W. Wisconsin Ave., Milwaukee, Wisc.

Dun and Bradstreet, Inc., Jean Norcross, Ln., 290 Broadway, New York, N. Y.

Dunbar, Maygene, National Health L., 1790 Broadway, New York, N. Y.

Dunham, Babette, P. O. Box 423, George St., St. Stephen, Canada.

Dunn, Caroline, Ln., William Henry Smith Memorial L. of the Indiana Historical Society, 140 North Senate Ave., Indianapolis, Ind.

du Pont de Nemours & Co., E. I., Chemical Dept., Virginia Lynch, Ln., Experimental Sta., Wilmington, Del.

du Pont de Nemours & Co., Inc., E. I., The R. & H. Chemicals Dept., Miss Juliet Walton, Ln., Buffalo Ave. and Chemical Rd., Niagara Falls, N. Y.

Durkee, Edna J., Ln., Wells Fargo Bank & Union Trust Co., 4 Montgomery St., San Francisco, Calif.

Duross, Agnes, Advertising Dept., American Can Co., 230 Park Ave., New York, N. Y.

Duthey, Mabel, Ln., Experimental Research Laboratories, Burroughs Wellcome & Co., Tuckahoe, N. Y.

Dwyer, Julia V., Securities and Exchange Comm., 1778 Pennsylvania Ave., N.W., Washington, D. C.

E

Eagan, Anna, New Jersey Zinc Co., 160 Front St., New York, N. Y.

Eales, Laura A., Head, Tech. Dept., Bridgeport P. L., Bridgeport, Conn.

Early, Amy Dene, L., Brookings Institution, 522 Jackson Pl., Washington, D. C.

Eastman Kodak Co., Elsie L. Garvin, Head, Research L., Kodak Park Works, Rochester, N. Y.

Eastman, Margaret B., 157 S. Los Robles Ave., Pasadena, Calif.

Eaton, Helen, Bridgeport P. L., 925 Broad St., Bridgeport, Conn.

***Eaton, Marion G.**, Ln., Federal Reserve Bank of Boston, 30 Pearl St., Boston, Mass.

Ebbesen, Aina, Asst. Ln., Batten, Barton, Durstine & Osborn, Inc., 383 Madison Ave., New York, N. Y.

Eben, Charlotte E., 219 Redmond St., New Brunswick, N. J.

Eby, Mrs. Elizabeth U., Chapel Ridge Rd., Fox Chapel, Sharpsburg, Penn.

Edmund, Ann J., L., Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y.

Edmunds, Clara May, Exec. Office of The Pres., U. S. Information Service, 1405 G St., N.W., Washington, D. C.

Edwards, Shirley, 25 Christopher St., New York, N. Y.

Edwards, Winifred M., Ref. Ln., Civics Dept., Chicago P. L., 78 East Washington St., Chicago, Ill.

Eichlin, Mrs. Everett, Ln., Medical Dept., New Jersey State Hospital, Greystone Park, N. J.

Eikenhout, Anna, Fine Arts Dept., Cincinnati P. L., 629 Vine St., Cincinnati, Ohio.

Eisenhart, Ruth, Catlgr., Union Theological Seminary, 3041 Broadway, New York, N. Y.

Eklund, Myrtle, Ln., P. Adm. Training Center, L., Room 13, Univ. of Minn., Minneapolis, Minn.

Eldredge, Alba W., Dental L., Univ. of California Medical L., Medical Center, San Francisco, Calif.

Electric Storage Battery Co., The, Margaret M. Davis, Ln., Allegheny Ave. and Nineteenth St., Philadelphia, Penn.

Elias, Harriet, 545 W. 111th St., New York, N. Y.

Elizabeth McCormick Memorial Fund, Mrs. Mary Waldo Taylor, Ln., 848 N. Dearborn St., Chicago, Ill.

Elkins, Kimball C., Supv., Document Div., Harvard Coll. L., Cambridge, Mass.

Elliott, Edward H., Head, Science and Tech. Ref. Dept., Pratt Inst. L., Brooklyn, N. Y.

Elliott, Isabella E., Ln., Explosives Dept., Burnside Laboratory, E. I. du Pont de Nemours & Co., Inc., Penns Grove, N. J.

Ellis, Edgar, Ln., The Baltimore Sun, Baltimore and Charles Sts., Baltimore, Md.

***Ellsworth, Ralph E.**, Dir., Univ. of Colorado Libraries, Boulder, Colo.

***Ellwood, Maude**, Ln., The Dow Chemical Co., Midland, Mich.

Elsey, Florence S., Ln., Geological Dept., Gulf Oil Corp., P. O. Box 1166, Pittsburgh, Penn.

Elson, E. Jean, Ln., Aluminium Co. of Canada, Ltd., Arvida, Canada.

Emerson, Ethel E., Stanford Univ. Libraries, Stanford Univ., Calif.

Emmerich, Liberata, Circulation Dept., New York P. L., 222 E. 79th St., New York, N. Y.

Employers Mutuals of Wausau, Mariana Thurber, Ln., 502 Third St., Wausau, Wisc.

Emrich, J. Oscar, Ln., Allegheny County Law L., City-County Bldg., Ninth Floor, Pittsburgh, Penn.

Engineering Index, Inc., F. Y. Stewart, Exec. Vice-Pres., 29 W. Thirty-ninth St., New York, N. Y.

***Englander, Lydia**, Celanese Corp., Cumberland, Md.

Enoch Pratt Free L., The, Joseph L. Wheeler, Ln., Cathedral, Franklin & Mulberry Sts., Baltimore, Md.

Entrikin, Isabelle W., Ln., Upper Darby P. L., Upper Darby, Penn.

Equitable Life Assurance Society of the United States, The, Helen May Smith, Ln., 393 Seventh Ave., Room 1506-E, New York, N. Y.

Erchinger, Hazel, Ln., Girard College, Philadelphia, Penn.

Ertel, Elizabeth K., Asst. in L., American Museum of Natural History, 77th St. and Central Park W., New York, N. Y.

Esser, Eleanor M., Ref. Dept. L., Board of Governors of the Federal Reserve System, Washington, D. C.

Estes, Rice, Ref. Ln., Brooklyn College, Bedford Ave. & Ave. H, Brooklyn, N. Y.

Etnier, Ruth M., 1515 Atchison St., Pasadena, Calif.

Etz, Katherine, 218 W. 17th St., New York, N. Y.

Etzkorn, Leo R., Ln., Paterson Free P. L., 250 Broadway, Paterson, N. J.

Evans, Elma T., Research Ln., Atlas Powder Co., Wilmington, Del.

Evans, Lillian M., Ln., Juniata College, 17th and Moore Sts., Huntingdon, Pa.

Evans, Mrs. Lilian, Ln., Medical Society of the County of Queens, 112-25 Queens Blvd., Forest Hills, N. Y.

Evans, O. Louise, Ln., Public Roads Adm., Federal Works Agency, 515 14th St., N.W., Washington, D. C.

Evaul, Mrs. Elizabeth Skillman, Turnpike and Leonardine Ave., South River, N. J.

Eyerman, Ruth P., Production Dept., The H. W. Wilson Co., 950 Univ. Ave., New York, N. Y.

F

Fagerstrom, Edith B., Asst. Ln., Federal Reserve Bank of Boston, 30 Pearl St., Boston, Mass.

Fagin, Mrs. Mary, Univ. of Baltimore L., 847 N. Howard St., Baltimore, Md.

Fahey, Elizabeth, Ln., The Curtis Publishing Co., 333 N. Michigan Ave., Chicago, Ill.

Fair, E. Venit, Ln., E. Commerce High School, 8411 Sylvester Ave., Detroit, Mich.

***Fair, Ethel M.**, Dir., L. School, N. J. Coll. for Women, New Brunswick, N. J.

Fairweather, Mary I., J. Henry Schroder Banking Corp., 46 William St., New York, N. Y.

Falk, Walter E., Book Dealer, 417 Race St., Cincinnati, O.

Falkoff, Barbara, 59 W. 76th St., New York, N. Y.

Faltermayer, Mrs. Carolyn S., Ln., Philadelphia Record, Broad and Wood Sts., Philadelphia, Penn.

Family Welfare Association of America, Mrs. Grace Tattersall Chapman, Dept. of Studies and Information, 122 E. Twenty-second St., New York, N. Y.

Fansler, Daisy, The Free L. of Philadelphia, Logan Square, Philadelphia, Penn.

Farmers and Merchants National Bank, The, J. F. Holland, Ln. & Historian, 401 S. Main St., Los Angeles, Calif.

Farnum, Isabelle T., Ch., Period. and Bibliographical Sec., U. S. Social Security Board, 1712 G St., N.W., Washington, D. C.

Farr, Mary P., Ln., S. Philadelphia High School for Girls, Philadelphia Board of Educ., 2101 S. Broad St., Philadelphia, Penn.

Farrell, Elizabeth B., L., Standard Brands, Inc., 595 Madison Ave., New York, N. Y.

Farwell, Mrs. Betty Richardson, Asst. Ln., Extension Div., New York P. L., 476 Fifth Ave., New York, N. Y.

Fawcett, Esther E., Asst. Ln., College of Fine Arts, Carnegie Inst. of Tech., Schenley Park, Pittsburgh, Penn.

Federal Reserve Bank of Atlanta, Adelaide Porter, Ln., Research and Statistical L., Atlanta, Ga.

Federal Reserve Bank of Boston, Marion G. Eaton, Ln., 30 Pearl St., Boston, Mass.

Federal Reserve Bank of Cleveland, Alta B. Claflin, Ln., P. O. Box 387, Cleveland, O.

Federal Reserve Bank of N. Y., Marguerite Burnett, Ln., 33 Liberty St., New York, N. Y.

Fehr, Herbert C., 1110-1116 Sansom St., Philadelphia, Penn.

Fehrer, Emma May, Ln., Flatbush Br., Brooklyn P. L., 21 Linden Blvd., Brooklyn, N. Y.

Feiss, Mrs. Mary H., 1441 S. Beverly Dr., Los Angeles, Calif.

Feitig, Ethel M., Asst. to the Ln., Towers, Perrin, Forster & Crosby, Inc., 12 S. Twelfth St., Philadelphia, Penn.

Feldman, Ruth Elaine, Div. of Placement & Unemployment Ins., New York State Dept. of Labor, 342 Madison Ave., New York, N. Y.

Feldstein, Samuel H., First National Bank Bldg., Room 405, Baltimore, Md.

***Felt, Mary H.**, Ln., American Optical Co., Southbridge, Mass.

Feres, Vlasta B., Joseph Schaffner L. of Commerce, Northwestern Univ., 339 E. Chicago Ave., Chicago, Ill.

Ferguson, Elva M., Ln., Secretary's Office, The Pennsylvania Railroad Co., Broad St. Sta. Bldg., Room 1954, Philadelphia, Penn.

Ferguson, K. Dorothy, Ln., Bank of America Natl. Trust & Savings, 1 Powell St., San Francisco, Calif.

Ferguson, Margaret, Stockton, West, Burkhart, Inc., First National Bank Bldg., Cincinnati, O.

***Ferguson, Dr. Milton J.**, Ch. Ln., Brooklyn P. L., Grand Army Plaza, Brooklyn, N. Y.

Ferlazzo, Mrs. Vida St. Lawrence, 17-C Shaler Lane, Cambridge, Mass.

Ferner, Florence K., Ref. Ln. of International Law, Columbia Univ. Law L., Amsterdam Ave. and 116th St., New York, N. Y.

Ferris, Caroline I., Ln., The Philadelphia Ins. L. of The Ins. Society of Philadelphia, 232 S. Fourth St., Philadelphia, Penn.

Ferro Enamel Corp., Martha Seastrom, Ln., 4150 E. 56th St., Cleveland, O.

***Fertig, Dr. Jolan M.**, Ln., Research Laboratories, Westinghouse Electric and Mfg. Co., East Pittsburgh, Penn.

***Fetter, Marcile,** Ln., The Ohio Oil Co., Findlay, Ohio.

Fetterer, Rev. Raymond A., Asst. Ln., Salzmann L., St. Francis Major Seminary, St. Francis, Wisc.

Fiduciary Trust Co. of N. Y., Marian Lucius, Ln., Research Dept., 1 Wall St., New York, N. Y.

Field, Charlotte L., Ln., National Investors Corp., 120 Broadway, New York, N. Y.

Field, Mrs. Louise, Asst. to Economist, Research Dept., The Twentieth Century Fund, 330 W. 42nd St., New York, N. Y.

Fieldman, Belle, Ln. in Charge of Period., Metropolitan Museum of Art, Fifth Ave. & 82nd St., New York, N. Y.

Fielstra, Gerritt E., Photographic Service, The New York P. L., 476 Fifth Ave., New York, N. Y.

Fife, Margaret, Frick Art Ref. L., 10 E. Seventy-first St., New York, N. Y.

Finch, Louise, Supervisor of Women, The Warner & Swasey Co., 5701 Carnegie Ave., Cleveland, O.

Fine, Ruth, Ln., U. S. Bureau of the Budget, State Department Bldg., Room 452½, Washington, D. C.

Finley, Blanche, Ln., French Information Center, 610 Fifth Ave., New York, N. Y.

Finley, Elizabeth, Ln., Root, Clark, Buckner and Ballantine, 31 Nassau St., New York, N. Y.

Finneman, Gertrude N., Medical Ln., Lenox Hill Hospital, 111 E. Seventy-sixth St., New York, N. Y.

Finney, Jeannette E., L., Elizabeth McCormick Memorial Fund, 848 N. Dearborn St., Chicago, Ill.

First National Bank of Boston, The, Mrs. Martha D. Watts, Ln., 67 Milk St., Boston, Mass.

Fish, Alberta E., 2677 13th St., Sacramento, Calif.

Fisher, Frances, Apartment 5-D, 835 Riverside Dr., New York, N. Y.

Fisher, Ruth G., 84-37 118th St., Richmond Hill, N. Y.

Fisk, Helen G., Assoc. Dir., Western Personnel Service, 30 N. Raymond Ave., Pasadena, Calif.

Fitts, Miriam, Ln., National Life Ins. Co., Montpelier, Vt.

Fitz, Dr. Reginald, Longwood Medical Bldg., 319 Longwood Ave., Boston, Mass.

Fitzgerald, Dr. Francis E., Ln., Office of The Quartermaster General, U. S. War Dept., Room 1058, Railroad Retirement Bldg., Washington, D. C.

Fitzgerald, Gertrude, Asst. Ln., American Bankers Assn., 22 E. Fortieth St., New York, N. Y.

Fitzgerald, Gertrude I., 124 E. Seventieth St., Los Angeles, Calif.

Fitzgerald, May G., Asst. Ln., Willard Parker Hospital, Foot of E. 15th St., New York, N. Y.

***Flack, Dr. Horace E.,** Dir., Baltimore Dept. of Legislative Ref., 311 City Hall, Baltimore, Md.

Flagg, Cedric R., Ln., Signal Corps Laboratories, Fort Monmouth, Red Bank, N. J.

Flagg, Edith M., Research Ln., Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y.

Fleck, Charlotte, Asst. Ln., Industrial Relations Counselors, Inc., 1270 Sixth Ave., New York, N. Y.

***Fleming, R. R.,** The Mennen Co., 345 Central Ave., Newark, N. J.

Fleming, Thomas P., Ln., Medical L., Columbia Univ., 630 W. 168th St., New York, N. Y.

Fletcher, Sir Angus S., 150 E. 49th St., New York, N. Y.

Fliegel, Mrs. Irene H., Catlgr., Pacific Aeronautical L., 6715 Hollywood Blvd., Hollywood, Calif.

Flint, Mrs. Emily P., Ln., Walker Memorial L., Massachusetts Inst. of Tech., Cambridge, Mass.

Focke, Helen M., Tech. Div., Cleveland P. L., Cleveland, Ohio.

Fogg, John B., Ln., Orange Free L., Orange, N. J.

Fogo, Catherine, Ln., Burroughs Wellcome & Co., 1105 Sherbrooke St., W., Montreal, Canada.

Foley, Mrs. Kathleen Leighton, Morrisania Br., New York P. L., 610 East 169th St., New York, N. Y.

***Folland, Mildred,** Ln., Minnesota Valley Canning Co., 1200 Commerce St., Le Sueur, Minn.

Foote, Mrs. Caroline W., Pittsburgh Experiment Sta., U. S. Bureau of Mines, 4800 Forbes St., Pittsburgh, Penn.

Foote, W. W., Ln., State College of Washington, Pullman, Wash.

Forbes, Mrs. Alexander W., The Dry Milk Industry, 221 N. LaSalle St., Chicago, Ill.

Ford, Edith E., Asst. Ln., John V. L. Pruyn L., Albany P. L., 137 N. Pearl St., Albany, N. Y.

Ford, Edith H., Medical Ln., St. Joseph Mercy Hospital, Dubuque, Ia.

***Ford, Gladys,** Ln., Dept. of Economics, Socony-Vacuum Oil Co., Inc., 26 Broadway, New York, N. Y.

Foreman, Phyllis L., L., The Hydro Electric Power Comm., 620 University Ave., Toronto, Canada.

Forsey, Mrs. Florence E., Ln., Bureau of Geology and Topography, Dept. of Mines and Resources, Victoria Memorial Museum, Ottawa, Canada.

Fort Worth P. L., Business and Technical Dept., Mrs. R. C. Daniel, Ln., Fort Worth, Texas.

Foshay, Jeannette, Ln., Aluminum Co. of Canada, 1000 Dominion Square Bldg., Montreal, Canada.

Foster, Jeannette H., School of L. Science, The Drexel Inst., Thirty-second and Chestnut Sts., Philadelphia, Penn.

Foster, Paul P., Ln., The Philadelphia Inquirer, Broad & Callowhill Sts., Philadelphia, Penn.

Foulk, Martha E., 1146 Dean St., Brooklyn, N. Y.

***Fowler, Florence,** Ln., The Studebaker Corp., 635 S. Main St., South Bend, Ind.

Fox, Dorothea B., Ln., School of Medicine, Univ. of Southern Calif., Univ. Pk., Los Angeles, Calif.

Fox, Dorothy, Catlgr., L., Massachusetts Historical Society, 1154 Boylston St., Boston, Mass.

Fox, Mrs. Herbert, Volunteer Ln., Zoological Society of Philadelphia, 34th St. and Girard Ave., Philadelphia, Penn.

Fox, Louis H., Newspaper Div., New York P. L. Annex, 137 W. 25th St., New York, N. Y.

Fox, Mrs. Ruth R., Research Dept., Twentieth Century-Fox Film Corp., P. O. Box 900, Beverly Hills, Calif.

Foy, Bernard Louis, Technical L., Tennessee Valley Authority, Union Bldg., Knoxville, Tenn.

Frank, Nathalie D., 512 W. 162nd St., New York, N. Y.

Frank, Ruth Carolyn, Evans Dental Inst., Fortieth and Spruce Sts., Philadelphia, Penn.

Frankel, Alice H., Catlgr., L. of International Relations, 86 E. Randolph St., Chicago, Ill.

***Frankenstein, Katharine D.**, Mgr., Library-Research Dept., Batten, Barton, Durstine & Osborn, Inc., 383 Madison Ave., New York, N. Y.

Franklin, Elizabeth C., Asst. Ln., Academy of Motion Picture Arts & Sciences, 1455 North Gordon, Hollywood, Calif.

Franklin, Mrs. Esther M., Ln.-Filer, Research Dept., Pacific Coast Labor Bureau, 709 Mission St., San Francisco, Calif.

Franklin, Mrs. Freeda Bear, Asst. Ln., Ref. Library Dept., The New York Times, 229 West Forty-third St., New York, N. Y.

Franz, Edith H., Ln., N. Y. Zoological Pk., 185th St. & Southern Blvd., New York, N. Y.

Fredricks, Jessica M., Head, Music Dept., San Francisco P. L., Civic Center, San Francisco, Calif.

***Freeman, E.**, Ln., Education Dept., Joseph E. Seagram & Sons, Inc., Seventh Street Rd., Louisville, Ky.

Freeman, Edmund A., Catlgr., Bureau of Railway Economics, Assn. of American Railroads, 1002 Transportation Bldg., Washington, D. C.

French, Leslie Reid, Catalog Dept., Conn. State L., Hartford, Conn.

Frey, Anna Freda, Ln., Western Precipitation Co., 1016 W. Ninth St., Los Angeles, Calif.

Frey, Martha L., 8712 96th St., Woodhaven, N. Y.

Frick Art Reference L., Ethelwyn Manning, Ln., 6 E. 71st St., New York, N. Y.

Frick, Eleanor H., 270 Riverside Dr., New York, N. Y.

Fried, Lillian, 116 S. Jackson, Glendale, Calif.

Friedlander, Dr. Walter, Ln., Joint Jewish Social Work L. of Chicago, 130 North Wells St., Room 632, Chicago, Ill.

Friedline, Marie Campbell, Ch., Period. and Binding Dept., Joseph Schaffner L. of Commerce, Northwestern Univ., Chicago, Ill.

Froggatt, Lillian M., Ln., The Stout Inst., Menomonie, Wisc.

Frost, Isabella M., Ln., Homemakers' Bureau, Safeway Stores, Inc., Fourth and Jackson Sts., Oakland, Calif.

Frost, Jennie C., L., Simmons Coll., 300, The Fenway, Boston, Mass.

***Fry, Elizabeth B.**, Ln., Carnegie-Illinois Steel Corp., Carnegie Bldg., Pittsburgh, Penn.

Fuchs, Jacob S., Night Mgr., Assn. of the Bar of the City of N. Y., 42 W. Forty-fourth St., New York, N. Y.

Fuller, Edna M., Ln., David Dunlap Observatory, Univ. of Toronto, Richmond Hill, Canada.

Fuller, Marietta, Ch. Catlgr., New York Municipal Ref. L., Municipal Bldg., Room 2230, New York, N. Y.

Funke, Mrs. Anneliese M., 223 Kenyon Ave., Swarthmore, Penn.

Furbeck, Mary Elizabeth, Ed., P. Affairs Information Service, 11 W. Fortieth St., New York, N. Y.

Furlick, Alma, Records Div., Mellon Inst. of Industrial Research, 4400 Fifth Ave., Pittsburgh, Penn.

Fuss, Felicia, 735 W. 183rd St., New York, N. Y.

G

Gaertler, Dr. Regina, Ass't. Ln., Hoagland L., Long Island Coll. of Medicine, 335 Henry St., Brooklyn, N. Y.

Gaffney, Mary, Ln., Armour & Co., 1355 W. Thirty-first St., Chicago, Ill.

Gage, Laura Jane, Ln., U. S. Savings and Loan League, 221 N. LaSalle St., Chicago, Ill.

Galfand, Sidney, Ln., Vaux Junior High School, 24th and Master Sts., Philadelphia, Penn.

Gambill, Louise, Ln., Memphis Municipal Ref. L., Courthouse, Room 206, Memphis, Tenn.

Gapp, Dr. Kenneth S., 12 Princeton Ave., Princeton, N. J.

Garber, Mrs. Pauline Wichter, Ln., Gen. Publicity Dept., Union Carbide Co., 30 E. Forty-second St., Room 308, New York, N. Y.

Gardiner, Mabel F., Asst. Ln., Garrett Biblical Inst., Evanston, Ill.

Gardner, Reca P., Ln., N. J. State Dept. of Alcoholic Beverage Control, 744 Broad St., Newark, N. J.

Garland, Gladys, Ln., Research Dept., Ralph L. Evans Associates, 33 W. 46th St., New York, N. Y.

***Garland, Virginia L.**, Ln., The Philadelphia Co., 435 Sixth Ave., Pittsburgh, Penn.

Garlick, Betty Jeanne, Ln., The Merrill Palmer School, 71 E. Ferry Ave., Detroit, Mich.

Garofalo, Margaret, Catlgr., L., Metropolitan Museum of Art, Fifth Ave. & 82nd St., New York, N. Y.

Garon, L'abbe Louis-Philippe, B.S.A., Bibliothecaire, Ecole Superieure d'Agriculture, Sainte-Anne de la Pocatiere, Kamouraska, Canada.

Garrity, Florence M., Ln., Macdonald Medical L., Danvers State Hospital, Box 50, Hathorne, Mass.

Gartland, Henry, Period. and Newspaper Dept., Boston P. L., Copley Sq., Boston, Mass.

Garvey, Margaret, Charles Cushman Co., 47 W. Thirty-fourth St., Room 651, New York, N. Y.

***Garvin, Elsie L.**, Head, Research L., Eastman Kodak Co., Kodak Park Works, Rochester, N. Y.

Gaskell, Lilian, Ln., Mount Mary Coll., Milwaukee, Wisc.

Gautreaux, Agnes, Asst. Catlgr., L., U. S. Federal Works Agency, North Interior Bldg., Washington, D. C.

***Gay, Hazel**, Ln., American Museum of Natural History, 77th St. and Central Park W., New York, N. Y.

Gay, Mrs. Katherine P., L., Swarthmore Coll., Swarthmore, Penn.

Gay, Paul, Catlgr., The L. Co. of Philadelphia, Broad and Christian Sts., Philadelphia, Penn.

***Gaylord, A. H.**, Vice-Pres., Gaylord Bros., Inc., Syracuse, N. Y.

Gaylord Bros., Inc., A.. H. Gaylord, Vice Pres., Syracuse, N. Y.

Gear, Mrs. Josephine, Ln., The South African Inst. for Medical Research, P. O., Box 1038, Johannesburg, South Africa.

Gearns, Mabel E., 5881 Maspeth Ave., Maspeth, L. I.

Geary, Marcella, Kirstein Business Br., Boston P. L., 20 City Hall Ave., Boston, Mass.

Geer, Helen T., Ref. L., Art and Music Div., Queens Borough P. L., 89-14 Parsons Blvd., Jamaica, N. Y.

General Electric Co., William F. Jacob, Ln., Main L., One River Rd., Schenectady, N. Y.

General Electric Co., Lamp Dept., Jeannette Lothrop, Ln., Nela Pk., Cleveland, O.

General Foods Corp., Central Laboratories, V. N. Rimsky-Korsakoff, Ln., 1125 Hudson St., Hoboken, N. J.

General Mills, Inc., Josephine Woodward, Ln., Research Lab., 2010 E. Hennepin, Minneapolis, Minn.

General Motors Corp., Angela Williams, Ln., 1775 Broadway, New York, N. Y.

George B. Catlin Memorial L., The, Lee White, Ch. Ln., The Detroit News, Detroit, Mich.

George, Mrs. Hetta, Asst. Head, Research Dept., Warner Bros. Pictures, Inc., 400 S. Olive Ave., Burbank, Calif.

George Peabody Coll. for Teachers, L. School, Louis Shores, Dir., Nashville, Tenn.

Gervais, Nell, Secy.-Ln., Research Dept., Calif. Packing Corp., 101 California St., San Francisco, Calif.

***Geyer, Gertrude E.**, Ln., The Drackett Co., 5020 Spring Grove Ave., Cincinnati, Ohio.

Gibbs, Laura Russell, Ref. Dept., Boston P. L., Boston, Mass.

Gibbs, Lilian, Ln., Industrial Teacher Training L., Univ. of the State of N. Y., 227 E. 9th St., New York, N. Y.

Giblin, Mary, Classifier of Engineering Files, The Detroit Edison Co., 2000 Second Ave., Detroit, Mich.

Gibson, Edith Dwight, Crocker Tavern, Barnstable, Mass.

Gibson, Eleanor B., Ln., Research Dept., Aetna Casualty and Surety Co., 151 Farmington Ave., Hartford, Conn.

Giegengack, A. E., Public Printer, U. S. Government Printing Office, Washington, D. C.

Gies, Dorothy, L. Dept., The Macmillan Co., 60 Fifth Ave., New York, N. Y.

Giles, Mrs. Eloise, Assistant Ln., American Federation of Labor, 901 Massachusetts Ave., N.W., Washington, D. C.

Gilfillan, George, Asst. Ln., Ref. Dept., The Detroit News, Detroit, Mich.

***Gill, M. Mignon**, Ln., American Can Co., Research Dept., Maywood, Ill.

Gill, Minna, Ln., Science Service, Inc., 1719 N St., N.W., Washington, D. C.

***Gillies, Katherine**, Ln., The Imperial Life Assurance Co., 20 Victoria St., Toronto, Canada.

Gillis, Helena Anne, 1832 Radcliff Ave., New York, N. Y.

***Gillis, Mabel R.**, Ln., California State L., Sacramento, Calif.

Gilroy, Eugene F., Ln., St. Joseph's Coll., 54th Street & City Line Ave., Philadelphia, Penn.

Ginsberg, Mrs. Rea Maizel, Ln., Dearborn Chemical Co., 1029 W. Thirty-fifth St., Chicago, Ill.

Giovine, S. Richard, Ln., PM. 27 Sixth Ave., Brooklyn, N. Y.

Glanz, Esther, 140 Elizabeth St., Hartford, Conn.

Glasgow, Stella R., Lake Forest P. L., Lake Forest, Ill.

Glatzl, Eugenie K., Research Asst. in P. Health & Medicine, Metropolitan Life Ins. Co. L., 1 Madison Ave., New York, N. Y.

Gleason, H. Bernice, The Peoples Gas Light and Coke Co., 122 S. Michigan Ave., Chicago, Ill.

Gledhill, Mrs. Margaret Buck, Ln., Academy of Motion Picture Arts & Science, 1201 Taft Bldg., Hollywood Blvd. at Vine St., Hollywood, Calif.

Glidden, Mrs. Sophia Hall, 440 Broad Ave., Leonia, N. J.

Glienke, Anita, Ln., Milwaukee Gas Light Co., 626 E. Wisconsin Ave., Milwaukee, Wisc.

Glover, Abbie G., Asst., Ln., Ins. L. Assn. of Boston, 60 Batterymarch St., Boston, Mass.

Glover, Mrs. Harry A., 4317 Chester Dr., Youngstown, O.
Gluesing, Mrs. Florence Fuller, Ln., Consumers Union of U. S., Inc., 17 Union Square W., New York, N. Y.
Goeppinger, Eva, West Redding, Conn.
Goetz, John, Ln., The New York Evening Post, 75 W. St., New York, N. Y.
Goff, Mrs. Marie Simon, Ln., Technical L., E. I. du Pont de Nemours & Co., Inc., Du Pont Bldg., Room 7010, Wilmington, Del.
Goldman, Sachs & Company, Blanche Wohl, Ln., 30 Pine St., New York, N. Y.
Goldsby, Margaret E., Catlgr., American Bankers Assn. L., 22 E. 40th St., New York, N. Y.
Gombert, Mrs. Aileen, Catlgr., Brooklyn Public L., Grand Army Plaza, Brooklyn, N. Y.
Goode, Harriett, Social Science Div., The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.
Goodes, Arthur B., The Scranton Times, Penn Ave. at Spruce St., Scranton, Penn.
Goodrich, Mary H., Head, Research Dept., Walt Disney Productions, 2400 Alameda, Burbank, Calif.
Goodwin, Mrs. Edith C., 201 Claremont Ave., Montclair, N. J.
***Goodwin, Dr. John Edward,** Ln., Univ. of Calif. at Los Angeles, 405 Hilgard Ave., W. Los Angeles, Calif.
Gordon, Mrs. Elisabeth L., Order Dept., Univ. of Pennsylvania L., Thirty-fourth St. & Woodland Ave., Philadelphia, Penn.
Gordon, Jane Butler, The Ref. L., The Quarrie Corp., 35 E. Wacker Dr., Chicago, Ill.
Gormley, Jeanette G., Asst. Ln., Standard Oil Co. of Calif., 265 Bush St., San Francisco, Calif.
Goslin, Mrs. Margery Phillips, 138-31 78th St., Kew Gardens, N. Y.
Gottschalk, Paul, % Tice & Lynch, 21 Pearl St., New York, N. Y.
Gowans, Martha B., Asst. Ln., Circulation Dept., Wayne Univ., 4841 Cass Ave., Detroit, Mich.
Grace, Louise C., Dir., Media and Research, Grace and Bement, 438 New Center Bldg., Detroit, Mich.
Grady, Mrs. William F., Box M M, Cristobal, Canal Zone.
Graeb, Gertrude H., 1170 Fifth Ave., New York, N. Y.
Graf, Mrs. Dorothy W., Ln., Bureau of Agr. Chem. & Engineering, U. S. Dept. of Agriculture, S. Bldg., Room 5110-A, Washington, D. C.
Graf, Terry, Ln., Barrett Associates, Inc., 14 Wall St., New York, N. Y.
Graham, Mrs. Beatrice, Ln., Music Dept., Chicago Musical Coll., 64 E. Van Buren St., Chicago, Ill.
Graham, Howard Jay, Accessions Ln., Order Dept., Los Angeles County Law L., Hall of Records, Rm. 703, Los Angeles, Calif.
Grannis, Ruth S., Ln., The Grolier Club, 47 E. Sixtieth St., New York, N. Y.
Grant, Florence, 353 W. 57th St., New York, N. Y.
Grant, Co., W. T., Veronica Kirk, Ln., 1441 Broadway, New York, N. Y.
Gravez, Mary Clara, Asst. Ln., Technical L., New Jersey Zinc Co., Palmerton, Penn.
Gray, Austin K., Ln., The Library Co. of Philadelphia, Locust and Juniper Sts., Philadelphia, Penn.
Gray, Mary, Ln., Aluminum Ltd., P. O. Box 6090, Montreal, Canada.
***Grayson, Robert E.,** Ln., New York Herald Tribune, 230 W. 41st St., New York, N. Y.
Green, Mrs. Catherine, Ln., Editorial Research Dept., Scott, Foresman and Co., 623 S. Wabash Ave., Chicago, Ill.
Green, Janet M., Ln., American Hospital Assn., 18 E. Division St., Chicago, Ill.
Greenbaum, Jennie R., Medical Ln., Lillian W. Florsheim Memorial L., Michael Reese Hospital, Ellis Ave. and Twenty-ninth St., Chicago, Ill.
Greene, Harriette L., Ln., American L. Assn., 520 N. Michigan Ave., Chicago, Ill.
Greene, Lenore, Ln., Los Angeles Museum, Los Angeles, Calif.
Greene, Marian H., Ln., John Herron Art Inst., Pennsylvania and Sixteenth Sts., Indianapolis, Ind.
Greene, Stephen A., Ln., The Providence Journal, The Journal Bldg., Providence, R. I.
Greenebaum, Bertha, Ln., Evander Childs High School, Gun Hill Rd. and Barnes Ave., New York, N. Y.
Greenhill, F. L., Ln., The Louis Livingston L. of Baking, 1135 Fullerton Ave., Chicago, Ill.
Greening, Catherine, Los Angeles County P. L., 322 South Broadway, Los Angeles, Calif.
***Greenwood, Josephine I.,** Ln., Consolidated Edison Co. of N. Y., Inc., 140 E. Fifteenth St., Rm. 1530-S, New York, N. Y.
Greer, Agnes F. P., 5514 Blackstone Ave., Chicago, Ill.
Gregg, Nan V., Medical L., McGill Univ., 3640 Univ. St., Montreal, Canada.
Gregory, Elinor, Ln., Boston Athenaeum, 10½ Beacon St., Boston, Mass.
Grieder, Elmer M., Asst. Ln., Graduate School of P. Adm., Littauer Center, Harvard Univ., Cambridge, Mass.
Griegain, Rose, 1717 Guess St., Rosemead, Calif.
***Griepenstroh, Louise,** Ln., New Jersey Bell Telephone Co., 540 Broad St., Newark, N. J.
Grier, Mary C., Ln., Oceanographic Laboratories, Univ. of Washington, Seattle, Wash.
Grierson, M. Ruth, Maryville College, Maryville, Tenn.
Griffin, Cynthia, 523 Oakley Rd., Haverford, Penn.
Griffin, Jeanne, Asst. Ln., Kalamazoo P. L., Kalamazoo, Mich.
Griffin, Lida W., Ln., Bankers Trust Co., 16 Wall St., New York, N. Y.
Griffin, Margaret J., Tech. Dept., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

Griffith, Grace C., Asst. Ln., Republican National Com., 718 Jackson Pl., N. W., Washington, D. C.

Grim, Mrs. Alta M., Asst. Ln., Washington State L., Temple of Justice, Olympia, Wash.

Grimm, Barbara, Ln., Home Life Ins. Co., 256 Broadway, New York, N. Y.

Grimm, Frances, Ln., Young People's Dept., Lakewood P. L., Lakewood, Ohio.

Grimm, Mrs. Verna B., Ln., The American Legion, National Headquarters, 777 N. Meridian St., Indianapolis, Ind.

Grolier Society, The, Laura Bankhead, Ln., 2 W. Forty-Fifth St., New York, N. Y.

Gronim, Marcia, Special Libraries Assn., 31 E. 10th St., New York, N. Y.

Gros Claude, M. D., Ln., Picture Room, Bridgeport P. L., Burroughs L. Bldg., Bridgeport, Conn.

Grosh, Miriam, Ln., McCartney L., Geneva College, Beaver Falls, Penn.

Grosvenor L., Joseph B. Rounds, Acting Ln., Franklin and Edward Sts., Buffalo, N. Y.

Grote, Mrs. E. Enid, Ln., Editorial Dept., Associated Press, 50 Rockefeller Plaza, New York, N. Y.

Grotheer, Ruth D., Science and Technology Dept., Queens Borough P. L., 89-14 Parsons Blvd., Jamaica, N. Y.

Grove, Katherine E., 201 S. Neville St., Pittsburgh, Penn.

Grover, Scott, Pierce Business Book Co., 80 Wall St., New York, N. Y.

Gruner, Helen F., Ln., Bureau of Municipal Research, 311 S. Juniper St., Philadelphia, Penn.

Guaranty Trust Company of N. Y., Ref. L., Elinor I. Bedlow, 140 Broadway, New York, N. Y.

Guest, Mrs. Anna F., Ln., Foreign Missions L. of Presbyterian Board, 156 Fifth Ave., New York, N. Y.

Guffin, Mildred, Post Office Box 4, Voorheesville, N. Y.

Gunias, Kathryn C., Ln., The Hoover Co., North Canton, O.

Gunz, Helen M., Asst. Ln., American Museum of Natural History, 77th St. and Central Park West, New York, N. Y.

Gustafson, Edith, Ln., Newark Public School of Fine and Industrial Arts, 550 High St., Newark, N. J.

Guyor, Edith L., Ln., Greendale School, Greendale, Wisc.

Gwyer, Betty D., Research Dir., Henry J. Kaufman, Advertising, 310 Homer Bldg., Washington, D. C.

H

Haas, Muriel F., Hispanic Foundation, L. of Congress, Washington, D. C.

Haas, William J., Ref. Dept., F. L. of Philadelphia, 19th and Vine Sts., Philadelphia, Penn.

Haass, Adalia, Asst. Dept. Ln., Sociology Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Hackett, Alice E., Catlgr., Boston P. L., Copley Sq., Boston, Mass.

Hackett, Margaret, Boston Athenaeum, 10½ Beacon St., Boston, Mass.

Hackley P. L., The, C. Tefft Hewitt, Ln., Muskegon, Mich.

Haddow, Anna, Ch., Educ. Research Service, American Assn. of School Admin., 1201 Sixteenth St., N. W., Washington, D. C.

***Hafner, Walter A.,** Partner, G. E. Stechert & Co., 31-33 E. Tenth St., New York, N. Y.

Hagan, Jeannette, Apt. 9, 901 20th St., N.W., Washington, D. C.

Hagemeyer, Mrs. Harriette W., Ln., School of Dentistry, Washington Univ., 4559 Scott Ave., St. Louis, Mo.

Hager, Beatrice, Ln., National Bible Inst., 340 W. 55th St., New York, N. Y.

Haggerty, M. Adelaide, Ln., Professional Ref. L., Pittsburgh Board of P. Educ., 341 Bellefield Ave., Pittsburgh, Penn.

Hague, Cora Jean, 5330 Colorado Ave., Washington, D. C.

Hague, Edith E., U. S. Veterans' Administration Facility, Lake City, Fla.

Haines, Alice J., Supervising Government Doc. Ln., California State Library, Sacramento, Calif.

Hale, Betty L., Catlgr., L., U. S. Securities & Exchange Comm., 1778 Pennsylvania Ave., N.W., Washington, D. C.

Hall, Mrs. Anne Staley, 7415 35th Ave., Jackson Hts., N. Y.

Hall, Elizabeth C., Ln., New York Botanical Garden, Bronx Park, New York, N. Y.

Hall, Elvajean, Ln., Milwaukee Univ. School, 2033 Hartford Ave., Milwaukee, Wisc.

***Hall, Emily M.,** Ln., Atlas Corp., 1 Exchange Pl., Jersey City, N. J.

Hall Laboratories, Inc., Ross C. Cibella, Technical Secy. and Ln., 304 Ross St., Pittsburgh, Penn.

***Hall, Marion H.,** Ln., Philadelphia Rapid Transit Co., 500 Mitten Bldg., Philadelphia, Penn.

Hall, Mrs. Marion Mead, Ln., New School for Social Research, 66 W. Twelfth St., New York, N. Y.

Halliday, Sara L., 204 Irvington Ave., S. Orange, N. J.

***Hamilton, C. E.,** Carbide & Carbon Chemicals Corp., 437 MacCorkle Ave., South Charleston, W. Va.

Hamilton, Eleanor, Ln., Los Angeles County Gen. Hospital, 1100 Mission Rd., Los Angeles, Calif.

***Hamilton, Tonea,** Technical Ln., Engineering Ref. L., Hughes Aircraft Co., Florence Ave. at Teale St., Culver City, Calif.

Hamilton, William J., Ln., Dayton P. L., 215 E. Third St., Dayton, O.

Hamlin, Arthur Tenney, Research Asst., Ref. Dept., Univ. of Pennsylvania L., 34th and Walnut, Philadelphia, Penn.

Hammer, H., Ln., Leeds & Northrup Co., 4901 Stenton Ave., Philadelphia, Penn.

Hammond, Ida-May, Research Laboratories L., Ralston Purina Co., Saint Louis, Mo.

Hammond, Mildred A., Science and Tech. Div., Queens Borough P. L., 89-14 Parsons Blvd., Jamaica, N. Y.

Handelman, Esther, 2532 Univ. Ave., New York, N. Y.

Handelman, Sonia, 2532 Univ. Ave., New York, N. Y.

***Handy, Daniel N.**, Ln., Ins. L. Assn. of Boston, 60 Batterymarch St., Boston, Mass.

Haner, Dorothy, Ln., Young Men's Christian Association F. P. L., 41 Steuben St., Albany N. Y.

Hanger, Ray L., Associated Press Pictures, 50 Rockefeller Plaza, New York, N. Y.

***Hanlon, Rosemary**, Ln., Mine Safety Appliances Co., 201 N. Braddock Ave., Pittsburgh, Penn.

Hansen, Agnes Camilla, Assoc. Dir., School of L. Science, Pratt Inst., 220 Ryerson St., Brooklyn, N. Y.

Hansen, C. D., Ln., Monthly Stock Digest Service, 89 Broad St., New York, N. Y.

Hanson, Agnes O., Business Information Bureau, Cleveland P. L., 325 Superior Ave., N.E., Cleveland, Ohio.

Hanson, Laura E., Ln., American Philosophical Society, 222 Drexel Bldg., Philadelphia, Penn.

Hardware Mutuals Library, P. M. Schmidt, Ln., 200 Strongs Ave., Stevens Point, Wisc.

Harris, Mrs. Helen Hill, Ln., South Orange F. P. L., Scotland Rd., South Orange, N. J.

Harris, Hilda F., Farlow L., 20 Divinity Ave., Cambridge, Mass.

Harris, Mrs. Mary Kavin, Ln., South Boston Br., Boston P. L., Boston, Mass.

Harris, T. M., Ln., Research Laboratory, Merck & Co., Inc., Rahway, N. J.

Hart, Eugene D., Science & Tech. Div., The Enoch Pratt F. L., Baltimore, Md.

Hart, Grace, Ln., Dept. of External Affairs, Ottawa, Canada.

Hart, Grace Louise, Ln., Research Laboratories, Sealtest, Inc., 1403 Eutaw Pl., Baltimore, Md.

Hart, M. Beth, Asst. Ln., Standard Oil Development Co., P. O. Box 243, Elizabeth, N. J.

Hart, Sara Lynn, L., Rm. 123, U. S. Civil Service Comm., Washington, D. C.

Hartford Courant, The, Mrs. Sarah A. Penfield, Ln., 64 State St., Hartford, Conn.

Hartford Electric Light Co., The, Helen L. Vassar, Ln., 266 Pearl St., Hartford, Conn.

Hartford P. L., Rosamund Cruikshank, Ln., Business and Technical Br., 730 Main St., Hartford, Conn.

Hartman, Mrs. Florence M., Ln., Federal Reserve Bank of Philadelphia, P. O. Box 1394, Philadelphia, Penn.

Hartman, J. Crawford, 558 Eleventh St., Brooklyn, N. Y.

Hartnell, Elinor D., Technical L., Edgewood Arsenal, Edgewood, Md.

Hartshorn, H. Rosamond, Ln., Savings Banks Trust Co., 14 Wall St., New York, N. Y.

Hartwell, Edith, Exec. Secy., Univ. of Pennsylvania L., 34th St. & Woodland Ave., Philadelphia, Penn.

Hartwell, Wayne M., Ref. Dept., Swarthmore Coll. L., Swarthmore, Penn.

Harvey, Mary, Head Catlgr., Provincial L. and Archives, Parliament Bldgs., Victoria, Canada.

Haskin, Gladys R., Ln., Cleveland School of Art, 1441 Juniper Rd., Cleveland, O.

Hasse, Adelaide R., 806 Islington St., Silver Spring, Md.

***Hasselberg, Marcella**, Ln., Commercial Research Div., Curtis Publishing Co., Independence Sq., Philadelphia, Penn.

Hasselvander, Mary, Ref. Ass't., L., U. S. Bureau of the Budget, 452 State Dept. Bldg., Washington, D. C.

Hatch, Margaret, Ln., Pacific Coast Head Office, Metropolitan Life Ins. Co., 600 Stockton St., San Francisco, Calif.

Hatch, Marion L., Ln., Business Br., Carnegie L. of Pittsburgh, Union Trust Bldg., Room 247, Pittsburgh, Penn.

Hatfield, Mrs. Nina, Ln., Hoboken F. P. L., 500 Park Ave., Hoboken, N. J.

Hausdorfer, Walter, 400 W. 118th St., New York, N. Y.

Hausdorfer, Mrs. Walter, 400 W. 118th St., New York, N. Y.

Havens, Georgiana H., L., Metropolitan Museum of Art, Fifth Ave. at 82nd St., New York, N. Y.

Hawkins, Enid May, Ln., Stevens Inst. of Tech., Hoboken, N. J.

Hawkins, Mrs. Eva R., Assoc. Ln., The National Health L., 1790 Broadway, New York, N. Y.

Hayes, Mary, Ln., The National City Bank of N. Y., Financial L., 20 Exchange Pl., 14th Floor, New York, N. Y.

Hayes, Phoebe F., Joint Ref. L., 1313 E. Sixtieth St., Chicago, Ill.

Hayward, Elizabeth G., Ln., Clarke, Sinsebaugh & Co., Inc., 247 Park Ave., New York, N. Y.

Hazelton, Phillip A., Head, Social Sciences Div., Rochester P. L., Rochester, N. Y.

Hazen, Margaret P., L., Massachusetts Inst. of Tech., Cambridge, Mass.

Heald, Rachel C., Chester Depot, Vt.

Heath, Ethel J., Ln., Sheppard L., Massachusetts Coll. of Pharmacy, 179 Longwood Ave., Boston, Mass.

Heck, Clara Tuttle, L., Univ. of Calif. Medical School, 3rd and Parnassus Aves., San Francisco, Calif.

Hedden, Mrs. Catherine C., Ln., Lazard Freres & Co., 120 Broadway, New York, N. Y.

Hedden, Ruth G., L. Ref. Asst., Massachusetts State L., State House, Boston, Mass.

Hedenburg, Mrs. Henrietta K., 728 Summerlea St., Pittsburgh, Penn.

Hefling, Helen, Lakewood P. L., 15425 Detroit Ave., Lakewood, O.

Hein, Caroline, The Cincinnati St. Railway Co., Dixie Terminal Bldg., Rm. 808, Cincinnati, O.

Heinze, Mrs. L., Ln., Patient's L., Presbyterian Hospital, Broadway and 168th St., New York, N. Y.
Heiss, Ruth M., First Asst., Industry and Science Dept., Enoch Pratt F. L., Baltimore, Md.
Heitzman, Loretta, Technical L., The Procter & Gamble Co., P. O. Box 893, Ivorydale, O.
Heller, Lydia, 538 Church St., Amherst, O.
Hellman, Florence S., Ch. Biblgr., Div. of Bibliography, L. of Congress, Washington, D. C.
Henderson, Leila K., L., Bell Telephone Laboratories, Inc., 463 W. St., New York, N. Y.
***Henderson, Mary Jane,** Joint Ln., Sun Life Assurance Co. of Canada, Montreal, Canada.
Hendrickson, Ruth M., Conn. Agricultural Experiment Sta., New Haven, Conn.
Henebry, Agnes C., Co-Ln., Decatur Herald-Review, Decatur, Ill.
Henkle, Herman H., Dir., Processing Dept., The L. of Congress, Washington, D. C.
Hennesy, Mrs. Helen, 4545 Arcola Ave., N. Holloywood, Calif.
Hennigar, Elsie L., Ref. Dept., Bierce L., Univ. of Akron, Akron, O.
Henrich, Margaret Mary, Catlgr., Inst. of Local and State Government, Blanchard Hall, Rm. 30, Univ. of Penn., Philadelphia, Penn.
Henry, C. Helen, 60 Eliot St., Milton, Mass.
***Henry, Edward A.,** Dir., Univ. of Cincinnati L., Burnet Woods Pk., Cincinnati, O.
Henry, Mildred I., Social Science Dept., The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.
Hensley, Capt. Richard G., Hancock, N. H.
Hepburn, Amy Lowrie, Ln., of Natural Sciences, Columbia Univ., 116th St. and Broadway, New York, N. Y.
Hepburn, William M., Ln., Purdue Univ., Lafayette, Ind.
Hercules Powder Co., Experiment Sta., Lura Shorb, Ln., Wilmington, Del.
Hering, Hollis, Ln., Missionary Research L., 3041 Broadway, New York, N. Y.
Herling, Mrs. Clare J., 2685 Hudson Blvd., Jersey City, N. J.
Hern, Peter, Assoc. of the Bar of the City of N. Y., 42 W. Forty-fourth St., New York, N. Y.
***Herold, Martha,** Ln., National Association of Manufacturers, 14 W. Forty-ninth St., New York, N. Y.
Herrick, Mrs. Dorothy D., Catlgr., L., Girl Scout National Headquarters, 14 W. 49th St., New York, N. Y.
Herrick, Robert H., Asst. Ln., Art L., Cooper Union, Fourth Ave. and 8th St., New York, N. Y.
Herriott, Roberta, Ln., The Chase National Bank of the City of N. Y., 18 Pine St., New York, N. Y.
Herrmann, Josephine, Los Angeles Municipal Ref. L., 300 City Hall, Los Angeles, Calif.
Hertel, E. Carolyn, Ln., Development Dept., Atlas Powder Co., Delaware Trust Bldg., 9th & Market Sts., Wilmington, Del.
Hertell, Helen D., Ln., Connecticut Gen. Life Ins. Co., 55 Elm St., Hartford, Conn.
Herts, Virginia E., The British L. of Information, 30 Rockefeller Plaza, New York, N. Y.
Hertz, Carlos C., Ln., Ohio Penitentiary, P. O. Box 511, Columbus, O.
Herzog, Mrs. Marion Rawls, Asst. in Chge., Burnham L. of Architecture, The Art Inst. of Chicago, Michigan Ave. at Adams St., Chicago, Ill.
Hess, Mrs. Gertrude Douglas, Asst. Ln., American Philosophical Society, 222 Drexel Bldg., Philadelphia, Penn.
Hession, Marie J., Principal Archives Asst., Massachusetts State Archives, State House, Rm. 438, Boston, Mass.
Hester, Margaret, Dairymen's League Co-Operative Assn., Inc., 11 W. Forty-second St., New York, N. Y.
Hettinger, Mrs. Sarah, Ln., Curtis Inst. of Music, Philadelphia, Penn.
Hewins, Mrs. Emily Nelson, 133 Bonad Rd., Chestnut Hill, Boston, Mass.
***Hewitt, C. Tefft,** The Hackley P. L., Muskegon, Mich.
Heyl, Sylvia, Eastern Parkway Br., Brooklyn P. L., Eastern Parkway & Schenectady Ave., Brooklyn, N. Y.
Hickel, Mrs. Alice M., Ln., La Salle Extension Univ., Michigan Ave. at 41st St., Chicago, Ill.
***Hickey, Eleanor M.,** Ln., Purchasing Dept., Dominion Textile Co., Ltd., 710 Victoria Sq., Montreal, Canada.
Hickey, Eva R., Ln., The International Dictionary Co., 15 Park Row, New York, N. Y.
Hickman, Margaret, Foreign Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.
Hicks, Sarah L., Asst. Ln., Chemical Laboratory, Swift & Co., Union Stock Yards, Chicago, Ill.
Higbee, Katherine A., Ref. Ln., Rush Rhees L., Univ. of Rochester, Rochester, N. Y.
Hill, Clara A., Asst. Ln., Metropolitan Life Ins. Co., 1 Madison Ave., New York, N. Y,
Hill, Daniel A., Ln., Ohio P. Service Co.. Box. 693, Cleveland, O.
Hill, Laverra, Ln., California Fruit Growers Exchange, 616 E. Grove St., Ontario, Calif.
Hill, Walter B., Ln., University of Fla., Gainesville, Fla.
Hills, Margaret T., Asst. Ln., Amer. Bible Society, 450 Park Ave., New York, N. Y.
Hinckley, Mrs. Georgiana Ames, Ln., Radcliffe Coll., Brattle and James Sts., Cambridge, Mass.
***Hintz, Carl W.,** Ln., Univ. of Maryland, College Park, Md.
***Hird, K. E.,** Act. Ln., Confederation Life Assn., Toronto, Canada.
Hirsch, Rudolf, Dir. Union L., Catalogue, Fine Arts Bldg., Univ. of Penn., Philadelphia, Penn.
Hirschman, Milton, Luther M. Cornwall Co., 723 Eleventh St., N.W., Washington, D. C.
Hirshfield, Claire, Ln., Eastern Regional Research Laboratory, U. S. Dept. of Agri-

culture, Mermaid and Ardmore Aves., Philadelphia, Penn.

Hitchcock, Jeannette M., Keeper of Rare Books, Stanford Univ. Libraries, Stanford Univ., Calif.

Hobbie, Mrs. Eulin Klyver, Skidmore Coll. L., Saratoga Springs, N. Y.

Hobbs, Elisabeth P., Jr. Ln., U. S. National Museum, Washington, D. C.

Hodge, Verna Louise, L., Federal Housing Adm., 1001 Vermont Ave., Washington, D. C.

Hodges, E. J., P. Relations, National Library Bindery Co., 1766 E. 133rd St., East Cleveland, O.

Hodgson, Mrs. Thekla Roese, Circulation Dept., The Detroit P. L., Woodward at Kirby Aves., Detroit, Mich.

Hoffman, Elise, Ln., Research Dept., Golden State Co., Ltd., 425 Battery St., San Francisco, Calif.

Hoffman, Ellen A., 1319 W. Dayton St., Madison, Wis.

Hoffman, Genevieve S., L. Univ. of Pittsburgh, Pittsburgh, Penn.

Hoffman, Kathleen E., Asst. Ln., Veterans Adm. Facility, Northport, N. Y.

Hoffman, Thelma, Ln., Shell Development Co., 100 Bush St., San Francisco, Calif.

Hofmann, Catherine M., Ln., Medical Records Dept., St. Catherine's Hospital, 133 Bushwick Ave., Brooklyn, N. Y.

Hogan, W. F., Special Representative, Gaylord Bros., Inc., Syracuse, N. Y.

Hoit, Doris, City Ln., Pasadena P. L., 285 E. Walnut St., Pasadena, Calif.

Holbrook, Raymond W., L., College of the City of New York, 139th St. and Convent Ave., New York, N. Y.

Holden, Elizabeth H., Ln., Federal Reserve Bank of San Francisco, 400 Sansome St., San Francisco, Calif.

Holding, Laura A., Ln., Assn. of Casualty and Surety Exec., 60 John St., New York, N. Y.

Holdridge, Anna P., Ref. Ln., U. S. Civil Service Comm., Washington, D. C.

***Holland, J. F.**, Ln. & Historian, The Farmers and Merchants National Bank, 401 S. Main St., Los Angeles, Calif.

Holland, Joan, L., Federal Reserve Bank of Chicago, 230 S. LaSalle St., Chicago, Ill.

***Holland, Dr. Madeline Oxford**, Ln., The Philadelphia Coll. of Pharmacy and Science, Forty-third St. and Kingsessing Ave., Philadelphia, Penn.

Hollingsworth, Josephine B., Dept. Ln., Los Angeles Municipal Ref. L., 300 City Hall, Los Angeles, Calif.

Holman, Jane C., 317 23rd St., Union City, N. J.

Holt, Anna, Ln., Harvard Medical School, 25 Shattuck St., Boston, Mass.

Holt, Sigrid, Russell Sage Foundation, 130 E. Twenty-second St., New York, N. Y.

L'Hommedieu, Alma J., Ln., Teachers' Coll., Athenaeum of Ohio, 28 Calhoun St., Cincinnati, O.

Hooker, Mrs. Ruth H., Ln., Naval Research Laboratory, Anacostia Sta., Washington, D. C.

Hooper, Mrs. Esther N., Asst. Ln., The George B. Catlin Memorial L., The Detroit News, Detroit, Mich.

Hoover, Constance M., Asst. Ln., Carrie J. Brink Memorial L., Bellevue School of Nursing, 440 E. 26th St., New York, N. Y.

Hoovler, Mrs. Marguerite E., Ln., Lippincott L., Eye & Ear Hospital, 230 Lathrop St., Pittsburgh, Penn.

Hope, Arlene, Fogg Art Museum, Harvard Univ., Cambridge, Mass.

***Hopf, Harry Arthur**, Pres., Hopf Inst. of Management, Windrose Farm, R. F. D. 1, Ossining, N. Y.

Hopf Inst. of Management, Mr. Harry Arthur Hopf, Pres., Windrose Farm, R. F. D. 1, Ossining, N. Y.

Hopfer, Pauline M., Fellowship Asst., Research Dept., Mellon Inst. of Industrial Research, 4400 Fifth Ave., Pittsburgh, Penn.

Hopkins, Alice L., Ln., Simmons Coll., 300, The Fenway, Boston, Mass.

Horine, Mrs. Esther S., Ln., Baltimore City Health Dept., Municipal Office Bldg., Holliday and Lexington Sts., Baltimore, Md.

Hort, Margaret Janvier, Asst. Ln., Russell Sage Coll., Troy, N. Y.

Hosler, Elizabeth, Ln., Quincy Point Junior High School, 14 Huntley Rd., Quincy, Mass.

Hotaling, Mrs. Phyllis, 36 Bar Beach Rd., Port Washington, N. Y.

Household Finance Corp., Elaine Wallace, Ln., 919 N. Michigan Ave., Chicago, Ill.

Houston, Elizabeth Bagnall, 118 W. 13th St., New York, N. Y.

Hovey, Mrs. Angelica Van R., Ln., New York Life Ins. Co., 51 Madison Ave., New York, N. Y.

Hovey, Dorothy, Sr. Ln., Ref. Dept., Los Angeles County P. L., 322 S. Broadway, Los Angeles, Calif.

Howard, Eleanor M., Asst. Ln., Federal Reserve Bank of Cleveland, P. O. Box 387, Cleveland, O.

Howard, Paul, Ln., Gary P. L., Fifth Ave. at Adams St., Gary, Ind.

***Howarth, Norma,** Ln., Massachusetts Mutual Life Ins., 1295 State St., Springfield, Mass.

Howe, Mrs. Ann, Ln., Nurses' L., The Children's Memorial Hospital, 707 Fullerton Ave., Chicago, Ill.

Howe, Fanny C., Ln., Troy Public L., Hart Memorial Bldg., Troy, N. Y.

Howe, Harriet E., Dir., Univ. of Denver, School of Librarianship, 1511 Cleveland Pl., Denver, Colo.

Howe, Herbert L., Ln., American Merchant Marine L. Assn., Inc., 45 Broadway, New York, N. Y.

Howe, Mrs. Herbert L., 1046 Amsterdam Ave., New York, N. Y.

***Howe, Hilda F.,** Ln., Meredith Publishing Co., P. O. Drawer 777, Des Moines, Iowa.

Howell, Beatrice M., Ln., Community Players' Theatre, % Montreal Repertory Theatre, 1463 Union Ave., Montreal, Canada.

Howell, Beatrice M., Ln., Ins. Inst. of Montreal, 410 St. Nicholas St., Rm. 503, Montreal, Canada.

Howlett, J. B., Ln., Ford, Bacon & Davis, Inc., 39 Broadway, New York, N. Y.

Hoyler, Mrs. Herman F., 186 William St., East Orange, N. J.

Hoyt, Beryl E., Scranton, Iowa.

Hubbard, Edith B., Exec. Ref. L., Chrysler Corp., P. O. Box 1919, Detroit, Mich.

Hubbs, Mrs. Ina V., Penn. College for Women, Woodland Rd., Pittsburgh, Penn.

Hubbs, Marguerite J., Secy., Banks Law Publishing Co., 521 Fifth Ave., Rm. 1103, New York, N. Y.

Huber, Mrs. Elizabeth M., Ln., Armstrong Cork Co., Lancaster, Penn.

Hudson, Barbara, Bureau of Public Adm., L. Bldg., Rm. 117, Univ. of Calif, Berkeley, Cal.

Hudson, Emily S., Ln., Gen. L., Irving Trust Co., 1 Wall St., New York, N. Y.

Huebner, Mrs. Helen Strong, Asst. Ln., Accounting Dept., New York Telephone Co., 140 W. St., New York, N. Y.

***Huger, L. P.**, The New York Times, 229 W. Forty-third St., New York, N. Y.

Huggard, Elaine, Ln., Investment Dept., H. C. Wainwright & Co., 14 Wall St., New York, N. Y.

Hughes Aircraft Co., Tonea Hamilton, Technical Ln., Engineering Ref. L., Florence Ave. at Teale St., Culver City, Calif.

Hughes, Howard L., Ln., F. P. L., Trenton, N. J.

Hull, Callie, Ln., National Research Council, 2101 Constitution Ave., Washington, D. C.

Hull, Jeanne Elizabeth, P. Doc. Dept., F. L. of Philadelphia, 19th and Parkway, Philadelphia, Pa.

Hulseman, Mrs. Charles F., 161 Emerson Pl., Brooklyn, N. Y.

Humble Oil and Refining Co., Dwight C. Otis, Ln., Baytown Refinery, Baytown, Texas.

***Humphrey, Delphine V.**, Ln., McCann-Erickson, Inc., 50 Rockefeller Plaza, New York, N. Y.

***Humphrey, Helen Stuart**, Rochester Business Inst., 172 Clinton Ave., S., Rochester, N. Y.

Hunsberger, Harriet Ruth, Ln., Vineland High School, Vineland, N. J.

Hunt, Mary E., Ref. Asst., Business Br., Newark P. L., 34 Commerce St., Newark, N. J.

Hunt, Richard G., Ln., Ordnance Office, Naval Gun Factory, U. S. Navy Yard, Washington, D. C.

Hunt, Mrs. Sara E. Noyes, Head Catlgr., Massachusetts State L., State House, Boston, Mass.

***Hunter, Mrs. M. Lavinia**, Ln., Southwestern Life Ins. Co., P. O. Box 2699, Dallas, Texas.

Huntley, Mrs. Marjorie Wilkes, Ln., Metropolitan Hospital, Welfare Island, New York, N. Y.

Huston, Evelyn, Ln., Bureau of Governmental Research, Univ. of Cal. at Los Angeles, 405 Hilgard Ave., Los Angeles, Calif.

Hutchins, Margaret, School of Library Service, Columbia Univ., New York, N. Y.

Hutchison, Grace P., Ln., Life Ins. Sales Research Bureau, 64 Pearl St., Hartford, Conn.

***Hutchison, Pauline Mary**, The Canada Life Assurance Co., 330 Univ. Ave., Toronto, Canada.

Hyde, Dorsey W., Jr., 3122 N St., N.W., Washington, D. C.

I

Ihrig, Margaret C., Ln., Fairview High School, Dayton, O.

Illinois State L., Helene H. Rogers, Asst. State Ln., Springfield, Ill.

Imber, Ronnie Rose, 810 Suburban Pl., New York, N. Y.

Imperial Life Assurance Co., The, Katherine Gillies, Ln., 20 Victoria St., Toronto, Canada.

Industrial Relations Counselors, Inc., Adelaide C. Kight, Ln., 1270 Sixth Ave., New York, N. Y.

Inst. of Consumer Economics, Stephens Coll., Leota Lois Johns, Ln., P. O. Box 683, Columbia, Mo.

Inst. of Life Ins., R. Wilfred Kelsey, Mgr., Dept. of P. Information, 60 E. 42nd St., New York, N. Y.

Inst. of Paper Chemistry, Edith Stroschneider, Ln., Appleton, Wisc.

Ins. L. Assn. of Boston, Daniel N. Handy, Ln., 60 Batterymarch St., Boston, Mass.

Interchemical Corp., The, The Research Laboratories, Mrs. Lisa G. Otto, L., 432 W. Forty-fifth St., New York, N. Y.

International Nickel Co., Inc., The, Lucy O. Lewton, Ln., 67 Wall St., New York, N. Y.

Ireland, Margaret, Asst. Ln., The Royal Bank of Canada, 360 St. James St., West, Montreal, Canada.

Ireland, Mrs. Norma Olin, Dir., Ireland Indexing Service, 915 S. Arden Dr., El Monte, Calif.

Isaacs, H. Ruth, 35 Winthrop, Brooklyn, N. Y.

J

Jackman, Mrs. Thelma, Ln., Los Angeles Municipal Ref. L., 300 City Hall, Los Angeles, Calif.

Jackson, Eugene Bernard, Doc. Ln. & Asst. Ref. Ln., Univ. of Alabama L., University, Ala.

Jackson, Ivy, Ln., Museum L., Newark Museum, 49 Washington St., Newark, N. J.

***Jackson, Lucille**, Ln., Vanadium Corporation of America, P. O. Drawer 566, Bridgeville, Penn.

Jackson & Moreland, Messrs., Mrs. Stella Merwin, Ln., 31 St. James Ave., Boston, Mass.

***Jacob, William F.**, Ln., Main L., Gen. Electric Co., One River Rd., Schenectady, N. Y.

***Jacobs, Abraham,** Ln., New York State Div. of Housing, 80 Centre St., New York, N. Y.

Jacobson, Mrs. Hazel D., U. S. Bureau of Foreign and Domestic Commerce, Custom House, Rm. 311, San Francisco, Calif.

***Jacobus, Alma,** Ln., Time Inc., Time and Life Bldg., Rockefeller Center, New York, N. Y.

Jaeck, Elsa L., Ln., University Extension Div., Univ. of Wisc., 623 W. State St., Milwaukee, Wisc.

James, Mrs. Margaret H., Law Ln., U. S. Railroad Retirement Board, 10th and U Sts., N.W., Washington, D. C.

Jameson, Mrs. Dorothy H., Waldorf, Md.

***Jameson, Mary Ethel,** Ln., National Industrial Conference Board, Inc., 247 Park Ave., New York, N. Y.

Jamieson, Sally Brewster, Ln., The Nat. Federation of Business and Professional Women's Clubs, Inc., 1819 Broadway, New York, N. Y.

Janes, Audrey L., L., The Travelers Ins. Co., 700 Main St., Hartford, Conn.

Jencks, Esther E., File Supv., Air Reduction Co., 60 E. Forty-second St., New York, N. Y.

Jenkinson, Karl, Asst. Ln., Wright Junior Coll., 3400 N. Austin Ave., Chicago, Ill.

Jennings, Helen Pauline, 220 Washington St., Geneva, N. Y.

Jennings, Mary V., Period. Div., New York State L., Albany, N. Y.

Jensen, Anne, Ln., Graduate School, The American Univ., 1901-F St., N.W., Washington, D. C.

Jephcote, Jean E., File Dept., Springfield Fire & Marine Ins. Co., 195 State St., Springfield, Mass.

Jepson, Beatrice W., Ln., Research Dept., California State Chamber of Commerce, 350 Bush St., San Francisco, Calif.

Jessup, Mrs. Lee Cheney, Ln., Editorial Dept., Nashville Banner, Nashville, Tenn.

Jewel Tea Co., Inc., R. A. Armstrong, Ln., Jewel Pk., Barrington, Ill.

***Joannes, Edith,** Ln., Abbott Laboratories, North Chicago, Ill.

Joelson, Beatrice, Ln., Research Dept., Industry and Security Survey Corp., 67 Broad St., New York, N. Y.

John Randolph Haynes and Dora Haynes Found., Mary Jane Park, Ln., 2324 Figueroa St., Los Angeles, Calif.

***Johns, Leota Lois,** Ln., Stephens College, Inst. of Consumer Economics, Post Office Box 683, Columbia, Mo.

Johns-Manville Corp., Ada M. Sullivan, Ln., P. Relations Dept., 22 E. Fortieth St., New York, N. Y.

Johnson, Mrs. Dorothea Guppy, Simmons Coll., 300 The Fenway, Boston, Mass.

Johnson, Elizabeth P., Tech. Catlgr., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

Johnson, Gladys, Ln., Fish and Wildlife Service, U. S. Dept. of the Interior, Rm. 2258 A South Interior Bldg., Washington, D. C.

Johnson, Helen C., Ln., American Life Convention, 230 N. Michigan Ave., Chicago, Ill.

Johnson, Helen F., General American Investors Co., Inc., 120 Broadway, New York, N. Y.

Johnson, Jeanne F., Ch. Catalog Ln., Los Angeles County P. L., 322 S. Broadway, Los Angeles, Calif.

Johnson, Mrs. Margaret F., Ln., Alabama Power Co., 600 N. Eighteenth St., Birmingham, Ala.

Johnson, Patricia, Asst. Ln., Armour Coll. of Engineering, Illinois Inst. of Tech., 3300 Federal St., Chicago, Ill.

Johnson, Richard W., Ln., Gen. Petroleum Corp. of Calif., 2525 E. Thirty-seventh St., Los Angeles, Calif.

Johnson, Walter J., 141 E. 29th St., New York, N. Y.

Johnston, Esther, Central Circulation Br., New York P. L., 476 Fifth Ave., New York, N. Y.

Johnston, Esther Mary, Ln., Professional L., Office of The Supt., Seattle P. Schools, Seattle, Wash.

Johnston, George A., Ln., Law Society of Upper Canada, Osgoode Hall, Toronto, Canada.

Johnston, Mary Alice, Ln., Penn. Economy League, Inc., 123 S. Broad St., Philadelphia, Penn.

***Johnstone, Helen M.,** Ln., The American Inst. of Accountants, 13 E. Forty-first St., New York, N. Y.

Johnstone, Mary C., 1309 Locust St., Philadelphia, Penn.

Johnstone, Ursula K., Ln., Harriman Ripley & Co., Inc., 63 Wall St., New York, N. Y.

Jonas, Frieda, 626 Scranton Ave., Lynbrook, N. Y.

Jonas, Meta, 626 Scranton Ave., Lynbrook, N. Y.

Jones, Anna E., Asst. Ln., Missionary Research L., 3041 Broadway, New York, N. Y.

Jones, Carrie Maude, Ln., National Association of Real Estate Boards, 22 W. Monroe St., Chicago, Ill.

Jones, Mrs. Charline C., Ln., Shell Development Co., Fifty-third & Horton Sts., Emeryville, Calif.

Jones, Dorothy A., Ln., Penn. Academy of the Fine Arts, Broad and Cherry Sts., Philadelphia, Penn.

Jones, Elizabeth K., 2919 N. Prospect Ave., Milwaukee, Wisc.

Jones, E. Paul, Ln., Mineral Industries Dept., Pennsylvania State Coll., State College, Penn.

Jones, Frank N., 82 Peterborough St., Boston, Mass.

Jones, Mrs. Hester B., Ln., American Pharmaceutical Assn., 2215 Constitution Ave., N.W., Washington, D. C.

Jones Corp., John Price, Gertrude L. Low, Ln., 150 Nassau St., New York, N. Y.

Jones, Winnifred, Science Ln., Univ. of Washington, Seattle, Wash.

Joseph, Bea, Asst. Ed., Bibliographic Index, The H. W. Wilson Co., 950 Univ. Ave., New York, N. Y.

Joslin, Dr. Elliot P., 81 Bay State Rd., Boston, Mass.

Joy, Mildred L., 14 Mead Ave., Cos Cob, Conn.

Judkins, Esther, Ln., Rockefeller Inst. for Medical Res., 66th St. and York Ave., New York, N. Y.

Judson, Dorothy Ann, Ln., L., New York Stock Exchange, 11 Wall St., Rm. 805, New York, N. Y.

Junkert, William Ernest, 151 Melville Ave., Palo Alto, Calif.

K

Kahne, Gertrude M., Br. Ln., Wooster Br. L., Akron P. L., 456 Wooster Ave., Akron, O.

Kaiser, John B., Ln., Oakland F. L., 659 Fourteenth St., Oakland, Calif.

Kallberg, Dr. Edith Lisa, 5 W. 91st St., Apt. 3A, New York, N. Y.

Kamich, Barnet, 101 Maverick St., Chelsea, Mass.

Kane, Marian, Ln., Nursing L., Holy Name Hospital, Teaneck, N. J.

Kappes, Marion, Ln., Doctors' L., The Children's Memorial Hospital, 707 Fullerton Ave., Chicago, Ill.

Karmelich, Katherine, Ln., California State Fisheries Laboratory, Terminal Island, Calif.

Karpenstein, Katherine, Law L., Univ. of Calif., Berkeley, Calif.

***Kast, Mrs. Jeanne Angus**, Ln., Manufacturers Assn. of Conn., Inc., 436 Capitol Ave., Hartford, Conn.

Kates, Mrs. Ethel, 1505 Ocean Ave., Brooklyn, N. Y.

Kauffmann, Mary E., School of L. Science, Simmons Coll., 300 The Fenway, Boston, Mass.

Kaufman, Ella, 1268 Stratford Ave., New York, N. Y.

Kaymore, Mildred, 41 W. 72nd St., New York, N. Y.

Keating, Rev. John S., S. J., Ln., Boston Coll., Chestnut Hill, Boston, Mass.

Keck, Mrs. Lucile L., Ln., Joint Ref. L., 1313 E. Sixtieth St., Chicago, Ill.

Kee, Harrison R., Ln., Titanium Div., National Lead Co., Inc., P. O. Box 58, South Amboy, N. J.

Keefer, Pearl M., Gen. Post Office, Box 621, New York, N. Y.

Keeler, Mrs. Michalina, Ln., Hartford Bar L. Assn., 95 Washington St., Hartford, Conn.

***Keenleyside, Mrs. Marjorie C.**, Ln., Central Young Men's Christian Assn. Coll., 19 S. La Salle St., Chicago, Ill.

Kehl, M. Margaret, Municipal Ref. L., 2230 Municipal Bldg., New York, N. Y.

Keith, Effie A., Act. Ln., Northwestern Univ., Evanston, Ill.

Keller, Esther, L., Wayne Univ., 4841 Cass Ave., Detroit, Mich.

Keller, Louise, Ln., Towers, Perrin, Forster & Crosby, Inc., 12 S. Twelfth St., Philadelphia, Penn.

Kellogg, Elizabeth H., Managing Ed., Educ. Index, The H. W. Wilson Co., 950 Univ. Ave., New York, N. Y.

Kellogg Co., M. W., Miriam Treffeisen, Ln., 225 Broadway, New York, N. Y.

Kelly, Frances H., 383 Lehigh Ave., Pittsburgh, Penn.

Kelly, Julia R., Ln., American Transit Assn., 292 Madison Ave., New York, N. Y.

Kelly, Mrs. Kathryn, Ln., Index Dept., The Brooklyn Daily Eagle, 24 Johnson St., Brooklyn, N. Y.

Kelly, Marie, L., Wayne Univ., 4841 Cass Ave., Detroit, Mich.

***Kelsey, R. Wilfred**, Mgr., Dept. of P Information, Inst. of Life Ins., 60 E. 42nd St., New York, N. Y.

Kemp, Florence Beatrice, 88-44 161st St., Jamaica, Long Island, N. Y.

Kemp, Harriet Elizabeth, Portland P. L., Portland, Me.

Kennedy, Florence J., Ch. Asst. Ln., Maryland Historical Society, 1517 Park Ave., Baltimore, Md.

Kennedy, Mrs. Jessie Callan, 203 W. Hutchinson Ave., Edgewood, Pittsburgh, Penn.

Kennedy, Olive E., Ln., McGraw-Hill Publishing Co., 330 W. Forty-second St., New York, N. Y.

Kenney, Herbert P., Dir., Indiana Legislative Bureau, 301 State House, Indianapolis, Ind.

Kenney, Katherine, Thomas Emery Sons, Inc., Carew Tower, Cincinnati, O.

Kenyon, Grace, Card Dept., Harper E-20, Univ. of Chicago Libraries, Chicago, Ill.

Kenyon, Katherine, Civics and Docs. Dept., Chicago P. L., Michigan Blvd. & Washington St., Chicago, Ill.

Kerley, Ruby, Asst. Ln., Ref. Dept., Wheeler L., Southern Ill. State Normal Univ., Carbondale, Ill.

Kerr, Willis, Ln., Claremont Colleges L., Harper Hall, Claremont, Calif.

Kershaw, William Berry, Asst. Ed., Questions and Answers Dept., The George B. Catlin Mem. L., The Detroit News, Detroit, Mich.

Kersten, Mrs. Walter, 13110 Turner St., Detroit, Mich.

Kessler, David, Ln., U. S. Railroad Retirement Board, 1406 G St., N.W., Washington, D. C.

Ketchum, Miriam B., Ln., Bureau of American Ethnology, Smithsonian Institution, Washington, D. C.

Kibbe, Bessie W., Ln., Div. of Fish and Game, California Dept. of Natural Resources, Ferry Bldg., San Francisco, Calif.

Kidman, John, News Ln., Editorial Dept., The Gazette, St. Antoine St., Montreal, Canada.

***Kiel, Cecilia**, Ln., Mercantile-Commerce Bank and Trust Co., Locust-Eighth St. Charles, St. Louis, Mo.

***Kight, Adelaide C.,** Ln., Industrial Relations Counselors, Inc., 1270 Sixth Ave., New York, N. Y.

Kiley, Mark, Ln., The University Club, 1 W. Fifty-fourth St., New York, N. Y.

Killian, Julia, Ln., Coll. of St. Elizabeth, Convent Sta., N. J.

King, Dorothy L., Apartment 5-G, 67 Eighth Ave., New York, N. Y.

King, Florence Louise, L., Conn. Coll. for Women, New London, Conn.

***King, Helen M.,** Ln., Provident Mutual Life Ins. Co., P. O. Box 7379, Philadelphia, Penn.

Kingery, Alice C., Stratford Apartments, A-5, Tuscaloosa, Ala.

Kingsbury, Mrs. Norma, Chrysler Corp. L., 341 Massachusetts Ave., Detroit, Mich.

Kirby, Marjorie C., Ref. Dept., The L., Univ. of Penn., Philadelphia, Penn.

Kircher, Clara Josephine, Business Br. of the Newark P. L., 34 Commerce St., Newark, N. J.

***Kirk, Veronica,** Ln., W. T. Grant Co., 1441 Broadway, New York, N. Y.

Kirkman, Mrs. May J., Asst. Ln., Div. of Industrial Relations, Graduate School of Business, Stanford Univ., Stanford Univ., Calif.

Kirkman, Wilbur D., Ln., The Cowles Publications, 406 Chronicle Bldg., Spokane, Wash.

Kissam, Mrs. Claire Darby, Tech. Div., Cleveland P. L., Cleveland, O.

Kittelson, Corinne, Hotel Harris, 17 Massachusetts Ave., N.W., Washington, D. C.

Klahre, Ethel T., Asst. Ln., Commonwealth Edison Co., 72 W. Adams St., Rm. 1100, Chicago, Ill.

Kleczka, Florence, Asst. Ln., Extension Div., Univ. of Wisc., 623 W. State St., Milwaukee, Wisc.

Kleiman, Pat, Ln., Cooperative L., Ohio Farm Bureau, 246 N. High St., Columbus, O.

Klein, Mrs. Frederick W., 420 W. 119th St., New York, N. Y.

Klein, Martha L., Asst. Ln., Elmhurst Coll., Elmhurst, Ill.

Klein, Mrs. Mary C., Research Dept., Mass. Div. of Unemployment Compensation, 1 State St., Boston, Mass.

Klimberger, Josef, Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

Klingenhagen, Barbara, Economics Ln., Dewey L., Massachusetts Inst. of Tech., Cambridge, Mass.

Klinkerman, Beatrice L., Ln., Veterans' Adm. Facility, Los Angeles, Calif.

Knapp, Elizabeth Day, Asst. Ln., The Assn. of Life Ins. Pres., 165 Broadway, New York, N. Y.

Knapp, Ruth M., L., Perkins Institution for the Blind, Watertown, Mass.

Knight, Helen E. A., Ln., Research Dept., California Taxpayers' Assn., Subway Terminal Bldg., Rm. 775, Los Angeles, Calif.

***Knollenberg, Dr. Bernhard,** Ln., Yale Univ., New Haven, Conn.

Knox, Vera H., Ln., Tax Foundation, Inc., 30 Rockefeller Plaza, New York, N. Y.

Koehler, Father Valentine J., O.S.B., Ln., St. Vincent Coll., Latrobe, Penn.

Koeker, Marie, Ln., The Engineers' Club of Dayton, Monument and Jefferson Sts., Dayton, O.

Kofoid, Charles A., Univ. of Calif., Berkeley, Calif.

Koncur, Katherine E., L., John Price Jones Corp., 150 Nassau St., New York, N. Y.

Koren, Mrs. Katharine O., Ln., Town Room L., 3 Joy St., Boston, Mass.

Kottman, Anna Therese, Circulation Mgr., New York Times Index, 229 W. Forty-third St., New York, N. Y.

Kozitzky, Seva J., Law Ln., Northeastern Univ. School of Law, 47 Mt. Vernon St., Boston, Mass.

Kraines, Freida, Records and Library Supr., Chicago Park District, 425 E. Fourteenth St., Chicago, Ill.

Kral, Katharine F., Research Ln., The Brush Development Co., 3311 Perkins Ave., Cleveland, O.

Kramer, Beulah, 114-45 210th St., Hollis, N. Y.

Kresge, Elsie M., Serials Dept., Penn. State Coll. L., State College, Penn.

Krisher, Dorothy L., Ref. Ln., Shell Oil Co., 100 Bush St., San Francisco, Calif.

Krug, Richard E., Ln., Milwaukee, Wisc.

Kuchler, Mrs. Ethel White, Exec. Secy., Essex County Chapter, American Inst. of Banking, 1005 Broad St., Newark, N. J.

Kudner, Arthur, Inc., Leah Martin, Ln., 630 Fifth Ave., New York, N. Y.

Kumer, Mildred, The George B. Catlin Mem. L., The Detroit News, Detroit, Mich.

Kunde, Mrs. Jane C., L., Carnegie Inst. of Tech., Pittsburgh, Penn.

Kuster, Mrs. Bessie Amundson, Ln., Research Dept., The Quarrie Corp., 35 E. Wacker Dr., Chicago, Ill.

L

Labenow, Mrs. Clara K., 73-31 52nd Rd., Maspeth, N. Y.

La Bianca, Isabella, 1869 78th St., Brooklyn, N. Y.

Lacy, Mary G., Ln., Bureau of Agricultural Economics, U. S. Dept. of Agric., Washington, D. C.

LaGue, Val, Br. Ln., LaCrescenta Br., Los Angeles County P. L., 3934 LaCrescenta Ave., Verdugo City, Calif.

Laine, Esther, Shell Development Co., Fifty-Third and Horton Sts., Emeryville, Calif.

Laird, Catherine L., Curator, E. Asiatic Collections, L., Columbia Univ., New York, N. Y.

Lamb, W. Kaye, Ln., Univ. of British Columbia, Vancouver, B. C., Canada.

Lamet, Henrietta, Ln., Motion Picture L., Jam Handy Picture Service, 2821 E. Grand Blvd., Detroit, Mich.

La Morte, Anthony M., Asst. Ln., Pittsburgh Experiment Sta., United States Bureau of Mines, 4800 Forbes St., Pittsburgh, Penn.

Land, Daphne, Ln., Quality Control Dept., H. J. Heinz Co., Post Office Box 57, Pittsburgh, Penn.

Landeker, Sofie, Ln., Metal and Thermit Corp., 120 Broadway, New York, N. Y.

Landenwitsch, Margaret, Science and Industry Dept., Cincinnati P. L., 629 Vine St., Cincinnati, O.

Landis, M. L., Ln., Legal Dept., Central Manufacturers' Mutual Ins. Co., 800 S. Washington St., Van Wert, O.

Landowne, Ruth, Names Dept., The H. W. Wilson Co., 950 University Ave., New York N. Y.

Lane, Mrs. Ruth McG., Vail Ln., Massachusetts Inst. of Tech., Cambridge, Mass.

Langer, Dr. Elizabeth M., L., Western Coll., Oxford, O.

Lansdale, Mrs. Louise T., Ln., Bureau of Mines, U. S. Dept. of the Interior, Dept. of the Interior Bldg., Rm. 2258, Washington, D. C.

LaPointe, Elaine, Ln., Minnesota Mining & Mfg. Co., St. Paul, Minn.

Larchar, Mrs. Mary Barnett, Asst. Ln., Jackson Laboratory, E. I. du Pont de Nemours & Co., Inc., Post Office Box 525, Wilmington, Del.

Larrabee, Helen L., Ln., Research Div., Council of Social Agencies of Los Angeles, 1151 S. Broadway, Los Angeles, Calif.

Larre, Mrs. Linda, Research Dept., Metro-Goldwyn-Mayer Corp., 10202 Washington Blvd., Culver City, Calif.

Lateiner, Harold, Time Inc., Time and Life Bldg., Rockefeller Center, New York, N. Y.

Latimer, A. M., L., Sun Life Assurance Co. of Canada, Dominion Sq., Montreal, Canada.

***Law, Agnes**, Asst. Ln., L. and Ref. Files, Columbia Broadcasting System, Inc., 485 Madison Ave., New York, N. Y.

Law, Dr. Marie Hamilton, Dean, Sch. of Library Science, The Drexel Inst., Thirty-second and Chestnut Sts., Philadelphia, Penn.

Lawery, Charlotte M., Catlgr., L., Univ. of Southern Calif., Univ. Park, Los Angeles, Calif.

Lawrence, Mrs. A. B., Ln., Coll. of Dentistry, New York Univ., 209 E. Twenty-third St., New York, N. Y.

Lawrence, Harriet W., The Lippincott L., Univ. of Penn., Philadelphia, Penn.

Lawson, O. Gerald, Ln. Drew Univ., Madison, N. J.

Lawton, M. G., Data Service Dept., Assn. of National Advertisers, Inc., 330 W. 42nd St., New York, N. Y.

Lauchlan, Janet S. M., Ln., Taylor Instrument Companies, 95 Ames St., Rochester, N. Y.

Leaf, Ethel, Asst. Ln., Employees' L., Southern New Eng. and Telephone Co., 227 Church St., New Haven, Conn.

Leavey, Laurence A., Instructor in L. Science, Catholic Univ. of America, Washington, D. C.

Leavitt, Nancy, Asst. Ln., Massachusetts Mutual Life Ins. Co., 1295 State St., Springfield, Mass.

Le Blanc, Blanche, Ln., Boston Elevated Railway, 31 St. James Ave., Boston, Mass.

***Lebow, N.**, Ln., J. J. Berliner & Staff, 225 Fifth Ave., Rm. 212, New York, N. Y.

Lee, Annabel, N. J. State Teachers Coll. L., Broadway and Fourth Ave., Newark, N. J.

Lee, Mrs. Eunice Yip, 2220 Powell St., San Francisco, Calif.

Lee, Helen, M., 162 Spring St., Watertown, Mass.

Lee, Mary Virginia, Ln., U. S. Civil Service Comm., Washington, D. C.

Lee, Olive, Dover-Foxcroft, Me.

Lefebvre, Eliane, Catlgr., L., Sun Life Assurance Co. of Canada, Dominion Sq., Montreal, Canada.

Le Gear, Mrs. Clara Egli, Asst. Ch., Div. of Maps, L. of Congress, Washington, D. C.

Lehman Corp., The, Lillian A. Scardefield, Ln., 1-3 S. William St., New York, N. Y.

Leidendeker, Mrs. Anne F., Ln., Science and Industry Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Lemcke, Hildegarde, Ln., Bolling Mem. Medical L., St. Luke's Hospital, Amsterdam Ave. and 113th St., New York, N. Y.

Lende, Helga, Ln., American Foundation for the Blind, Inc., 15 W. Sixteenth St., New York, N. Y.

Lennen & Mitchell, Inc., Rosalind H. Morrison, Ln., 17 E. 45th St., New York, N. Y.

Lennig, Helen, Ln., Newark Safety Council, 24 Branford Pl., Newark, N. J.

Leonard, Agatha, Medical Reading Rm. Univ. of Toronto L., Queen's Park, Toronto, Canada.

Leonard, Ruth Shaw, 398 Marlborough St., Boston, Mass.

Lesher, Amy Dorothy, Weather Bureau L., U. S. Dept. of Commerce, 24th and M Sts., N.W., Washington, D. C.

***Leupp, Harold L.**, Ln., Univ. of Calif., Berkeley, Calif.

Leurig, Paul M., 519 West Beecher St., Jacksonville, Ill.

Lever Brothers Co., Dr. Anne Elizabeth White, Ln., Research Dept., 164 Broadway, Cambridge, Mass.

***Lever, Eileen E.**, Ln., Pace Inst., 225 Broadway, New York, N. Y.

Levin, Nathan R., Chicago P. L., 78 E. Washington St., Chicago, Ill.

Levin, Nora, P. Documents Dept., F. L. of Philadelphia, 21st and Parkway, Philadelphia, Penn.

Levinson, Dr. Charles Abraham, 16 Hamilton Rd., Brookline, Mass.

Levy, Anita F., Ln., Business Br., San Francisco P. L., 629 Russ Bldg., San Francisco Calif.

Lewis, Alice M., Legal Dept. L., American Telephone & Telegraph Co., 195 Broadway, New York, N. Y.

Lewis, Mrs. Dorothy Cornwell, Office of the Geographer, U. S. Dept. of State, Washington, D. C.

Lewis, Ethel Borden, Sr. Asst., Massachusetts St. L., State House, Boston, Mass.

Lewis, Mrs. Frances, Ln., The Commonwealth Club of Calif., Hotel St. Francis, San Francisco, Calif.

Lewis, Helen B., Ln., Cleveland Board of Educ., Cleveland, O.

***Lewis, Lucy M.**, Dir. of Libraries, Oregon State Agric. Coll., Corvallis, Oreg.

Lewis, Mildred R., Research Ln., Parke, Davis & Co., Foot of McDougal St., Detroit, Mich.

Lewis, Miriam S., Commercial Research Div., Curtis Publishing Co., Independence Sq., Philadelphia, Penn.

Lewis, Philip B., Mgr., L. Div., Strapflex Co., Medford 57, Mass.

***Lewton, Lucy O.**, Ln., The International Nickel Co., 67 Wall St., New York, N. Y.

Libby, Clara M., Ln., Conn. State Board of Health L., State Office Bldg., Hartford, Conn.

Liberty Mutual Ins. Co., Lillian A. Curley, Ln., 175 Berkeley St., Boston, Mass.

Library of Congress, The, John H. Moriarty, Ch., Accessions Div., Washington, D. C.

Liebmann, Estelle L., 1325 Union St., Brooklyn, N. Y.

Lietman, Margaret Caroline, 925 North Ave., Wilkinsburg, Penn.

Lillard, Mrs. Caroline E., Ln., Hartford Colleges of Law and Ins., 39 Woodland St., Hartford, Conn.

Lilley, Mrs. Elsie M., Ln., The Amos Tuck School of Adm. and Finance, Dartmouth Coll., Hanover, N. H.

Lilley, Oliver Linton, Asst. Ref. Ln., L., Dartmouth Coll., Hanover, N. H.

Lilly and Co., Eli, The Lilly Research Laboratories, Mrs. Irene M. Strieby, Ln., P. O. Box 618, Indianapolis, Ind.

Lincoln, Helen B., Ln., Medical Records Dept., New York Hospital-Cornell Medical Coll., 525 E. Sixty-eighth St., New York, N. Y.

Lincoln National Life Ins. Co., Nora A. Shreve, Ln., 1300 Block S. Harrison St., Fort Wayne, Ind.

Lindsay, Nettie S., 664 E. Cantrell St., Decatur, Ill.

Lindstedt, Hilda S., Ln., The Royal Technical Univ., Valhallavägen, Stockholm, Sweden.

Lines, Jennie H., Ln., Coll. of Commerce, De Paul Univ., 64 E. Lake St., Chicago, Ill.

Lingel, Robert, Ch. of Acquisition Div., The New York P. L., 476 Fifth Ave., New York, N. Y.

Link, Anna M., National Museum L., Washington, D. C.

Lippincott L., The, Dorothy Bemis, Ln., Univ. of Penn., Philadelphia, Pa.

Litchfield, Dorothy Hale, Res. Asst. to the Dir. of Libraries, 318 South Hall, Columbia Univ., New York, N. Y.

***Littauer, Kalman J.**, Ln., Union City F. P. L., 420 Fifteenth St., Union City, N. J.

Littig, Ruth, Ln. in Chge. of Circulation, Newark Coll. of Engineering, 367 High St., Newark, N. J.

Little, Gretchen D., Ln., The Mead Corp., Chillicothe, O.

Little, Helen C., U. S. Circuit Court of Appeals, Federal Bldg., Cincinnati, O.

Lloyd, Ena, Catlgr., L., Metropolitan Museum of Art, Fifth Ave. and 82nd St., New York, N. Y.

***Lloyd, Gwendolyn**, Ln., Aeronautical Archives of the Inst. of the Aeronautical Sciences, 30 Rockefeller Plaza, Rm. 1505 W., New York, N. Y.

Lloyd, Katherine, Ch., Patent Sec., Chemical Research Dept., Armour and Co., Union Stock Yards, Chicago, Ill.

***Lloyd, Margaret C.**, Ln., Personnel Dept., Retail Credit Co., P. O. Box 1723, Atlanta, Ga.

Locke, Margaret S., Ln., Business Adm. L., Boston Univ., 685 Commonwealth Ave., Boston, Mass.

Lockhart, Pearl Enid, Ref. Asst., Ref. Dept., The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.

Loewe, Dr. Maria Auguste, 500 Riverside Dr., New York, N. Y.

Loftus, Martin L., Economics Div., New York P. L., 476 Fifth Ave., New York, N. Y.

Loizeaux, Marie D., Assoc. Ed., Wilson L. Bulletin, The H. W. Wilson Co., 950 Univ. Ave., New York, N. Y.

Lomer, Dr. G. R., Ln., McGill Univ., 3459 McTavish St., Montreal, Canada.

Lomsdal, Kristine, Ln., Research Dept., Canadian International Paper Co., Hawkesbury, Canada.

***Lonberger, Rose E.**, Ln., Engineering Dept., RCA Mfg. Co., Inc., Camden, N. J.

***Long, A. Katharine**, Ln., Western Union Telegraph Co., 60 Hudson St., Rm. 704, New York, N. Y.

Long, Evelyn, Medical L., McGill Univ., 3640 Univ. St., Montreal, Canada.

Long, Harriet C., Ln., Oregon State L., Salem, Oreg.

***Longenbach, Mrs. Anne Himmelberger**, Ln., Biochemical Research Foundation, Newark, Del.

Lopez, Lester De Forest, Asst. Catlgr., Los Angeles County Law L., Hall of Records, Rm. 401, Los Angeles, Calif.

Lord, Milton E., Dir., The Boston P. L., Copley Square, Boston, Mass.

Lord & Thomas, June Betsberg, Ln., 919 N. Michigan Ave., Chicago, Ill.

Lorentz, Marjorie G., Ln., Hartford-Empire Co., 333 Homestead Ave., Hartford, Conn.

Los Angeles P. L., Althea H. Warren, City Ln., Serials Div., 530 S. Hope St., Los Angeles, Calif.

Los Angeles Railway Corp., Emma G. Quigley, Ln., 1060 S. Broadway, Los Angeles, Calif.

***Lothrop, Jeannette,** Ln., Lamp Development Laboratory, Gen. Electric Co., Nela Park, Cleveland, O.

Lott, Elizabeth W., Ln., Methodist Episcopal Church, B. of Foreign Missions, 150 Fifth Ave., New York, N. Y.

Loudon, Helen Louise, Billings L., Univ. of Vermont, Burlington, Vt.

Louisville Free P. L., Harold F. Brigham, Ln., 4th & Library Pl., Louisville, Ky.

Loveland, Ruth P., 1615 Sansom St., Philadelphia, Penn.

Lovette, Edna G., Ref. Ln., Utica Mutual Ins. Co., First National Bank Bldg., Utica, N. Y.

***Low, Gertrude L.,** Ln., The John Price Jones Corp., 150 Nassau St., New York, N. Y.

***Lowe, John A.,** Dir. of Libraries, Rochester P. L., 115 S. Ave., Rochester, N. Y.

Lowell, Mary Ann, 12706 Birwood Ave., Detroit, Mich.

Lowenstein, Nina Price. 320 E. 42nd St., New York, N. Y.

Lucas, E. Louise, Ln., Fogg Art Museum, Harvard Univ., Cambridge, Mass.

Lucas, Jannette M., Asst. Ln., Osborn L., American Museum of Natural History, 77th St. and Central Park W., New York N. Y.

***Lucius, Marian,** Ln., Research Dept. Fiduciary Trust Co. of N. Y., 1 Wall St., New York, N. Y.

Ludwig, Wilhelmina S., 819 Jefferson St., N.W., Washington, D. C.

***Lugscheider, Marie,** Ln., RCA Radiotron Div., RCA Mfg. Co., Inc., 415 S. Fifth St., Harrison, N. J.

Luidens, Joy M., Exec. Secy., Chicago Assn. of Life Underwriters, Suite 1811, Sec. 2, Hotel La Salle, Chicago, Ill.

Luitwieler, Helen, Lynn P. L., Lynn, Mass.

Lund, Ellen, Ln., Southern New England Telephone Co., 227 Church St., New Haven, Conn.

Lund, Laura J., Subscription Dept., Los Angeles News Co., 301 E. Boyd St., Los Angeles, Calif.

Lundell, Berger J. O., Economics Div., New York P. L., 476 Fifth Ave., New York, N. Y.

Lundy, Mrs. C. C., 154 Memphis Ave., Floral Park, N. Y.

***Lutz, Caroline W.,** Ln., Research Laboratories Div., Gen. Motors Corp., 485 W. Milwaukee Ave., Detroit, Mich.

Lyle, Guy, Ln., Woman's Coll. of the Univ. of N. C., Greensboro, N. C.

***Lynch, Clare A.,** Ln., Young & Rubicam, Inc., 285 Madison Ave., New York, N. Y.

Lynch, Etta M., Ln., Research and Development Dept., Canadian National Railways, 360 McGill St., Montreal, Canada.

Lynch, Mary, Resident Ln., Pittsburgh Academy of Medicine, 322 N. Craig St., Pittsburgh, Penn.

Lynch, Mary M., Asst. Ln., Naval Research Laboratory, U. S. Navy Dept., Anacostia Sta., Washington, D. C.

***Lynch, Virginia,** Ln., Chemical Dept., E. I. du Pont de Nemours & Co., Experimental Sta., Wilmington, Del.

Lyne, Mrs. Miriam W., Asst. Ln., The George B. Catlin Mem. L., The Detroit News, Detroit, Mich.

M

Maass, Ernest, 52 W. 87th St., New York, N. Y.

Macalister, Jean, Ref. Dept., Columbia Univ. Libraries, New York, N. Y.

Macaluso, Dorothy, 87 Avenue C, Bayonne, N. J.

McBride, Marian M., Ln., Medical Dept., Northwestern Mutual Life Ins. Co., 720 E. Wisconsin Ave., Milwaukee, Wisc.

McCabe, Nina, Accountant and Office Supv., Cost Records Dept., Corning Glass Works, Corning, N. Y.

McCahan, Dr. David, Exec. Dir., S.S., Huebner Foundation for Ins. Educ., Room 620, N.E. Corner 36th and Walnut Sts., Philadelphia, Penn.

***McCann, Alice M.,** Ln., Sch. of Dentistry, Univ. of Pittsburgh, Thackeray and O'Hara Sts., Puttsburgh, Penn.

McCann, C., Ln., Chemical Research Dept., Armour and Co., Union Stock Yards, Chicago, Ill.

McCann, John R., Rademaekers, 580 Fifth Ave., New York, N. Y.

McCann-Erickson, Inc., Delphine V. Humphrey, Ln., 50 Rockefeller Plaza, New York, N. Y.

McCardle, Laura, Ln., Editorial Dept., The Fresno Bee, Fresno, Calif.

McCarthy, Alice P., 187 W. 100 St., New York, N. Y.

McCarty, Harriet D., Ln., Penn. Coll. for Women, Woodland Rd., Pittsburgh, Penn.

***McClelland, E. H.,** Ln., Tech. Dept., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

***McClintock, Dr. Miller,** Dir. Research Division, Can Mfg. Inst., Inc., 60 E. 42nd St., New York, N. Y.

McCloy, Elizabeth J., Ln., Occidental Coll., Los Angeles, Calif.

McClure, Mrs. Grace, State Ln., Michigan State L., Lansing, Mich.

McConnell, Mrs. Inez G., Hospital Ln. Veterans' Adm. Facility, Los Angeles, Calif.

***McCormick, Ruth L.,** Ln., United Aircraft Corp., Research Div., 400 S. Main St., E. Hartford, Conn.

McCoy, Margaret J., 367 Orchard Terrace, Bogota, N. J.

McCrea, Bess, Ln., Br. 6, The Enoch Pratt F. L., St. Paul and 25th Sts., Baltimore, Md.

McCreedy, Katherine J., Ln. and Information Clerk, The Sixth District Agric. Assoc., Exposition Bldg., Exposition Park, Los Angeles, Calif.

McCullough, Mary Elizabeth, Ln., Research Dept., Koppers Co., Koppers Bldg., Rm. 926, Pittsburgh, Penn.

McDaniel, Kathryn Ross, L., Swift & Co., Union Stock Yards, Chicago, Ill.
McDermott, Mary E., White and Case, Esquires, 14 Wall St., New York, N. Y.
McDermott, Mary E., Secy. to Economist, The Atlantic Refining Co., 260 S. Broad St., Philadelphia, Penn.
McDiarmid, Katherine, Ln., U. S. Waterways Experiment Sta., Vicksburg, Miss.
MacDonald, Mrs. Ann Principal, Asst., Business Branch, Newark P. L., 34 Commerce St., Newark, N. J.
Macdonald, Grace E., Ln., Rhode Island State Dept. of Health, Rm. 364, State Office Bldg., Providence, R. I.
McDonald, Laura L., 135 E. Thirty-ninth St., New York, N. Y.
McDonald, Mildred E., L., Duquesne Univ., Bluff and Vickroy Sts., Pittsburgh, Penn.
MacDonald, Rachel, Ln., Engineering Laboratory, Ford Motor Co., Dearborn, Mich.
MacDonald, Mrs. Vivian J., Ln., Aluminum Research Laboratories, Aluminum Co. of America, P. O. Box 772, New Kensington, Penn.
McDonough, Roger H., Ln., New Brunswick F. P. L., New Brunswick, N. J.
***McEachern, Virginia S.**, Ln., Editorial Dept., F. E. Compton & Co., 1000 N. Dearborn St., Chicago, Ill.
***McEwan, L. L.**, Ln., Library Div., Cities Service Co., 60 Wall St., New York, N. Y.
MacFadden, Priscilla, Fine Arts Dept., Boston P. L., Boston, Mass.
McFarland, Irene, 85 Chester Place, Yonkers, N. Y.
McGaffey, Mrs. Elizabeth, Head of Research L., R. K. O. Radio Pictures, Inc., 780 N. Gower St., Los Angeles, Calif.
McGarr, Cuvier, Ln., Messrs. Eavenson, Alford & Auchmuty, Koppers Bldg., Rm. 2050, Pittsburgh, Penn.
McGill University L. Sch., Grace Reynolds, Secy. and Reviser, 3459 McTavish St., Montreal, Canada.
McGlynn, Joseph A., Rademaekers, 74 Oraton St., Newark, N. J.
***McGovern, Frances A.**, Ln., National Aniline Div., Allied Chemical and Dye Corp., 40 Rector St., New York, N. Y.
McGuire, Catherine V., Ln., Exec. Dir. Office New York State Ins. Fund, 625 Madison Ave., New York, N. Y.
***McHugh, Jeanne**, Ln., American Iron and Steel Inst., 350 Fifth Ave., New York, N. Y.
McHugh, Una, Ln., Macfadden Publications, Inc., 122 E. 42nd St., New York, N. Y.
***MacIntosh, Charles H.**, Tech. Dir., Campbell Taggart Research Corp., 4049 Penn, Kansas City, Mo.
McKavitt, Matthew A., Ln., U. S. Dept. of Justice, Washington, D. C.
McKay, Mabel, J. V. L. Pruyn L., The Albany P. L., Albany, N. Y.
McKay, Mrs. Mildred Peterson, Ln., Colby Junior Coll. for Women, New London, N. H.
McKelvey, Edith M., Supr. Ref. Bur., Industrial Relations Dept., United States Steel Corp. of Del., 436 Seventh Ave., Pittsburgh, Penn.
***McKenzie, Allan**, Archivist and Ln., The Canadian Bank of Commerce, 25 King St., Toronto 2, Canada.
***McKible, Joseph**, Pres., Technical Books of America, 122 E. Forty-second St., New York, N. Y.
McKinsey & Company, Agnes P. Boyland, Ln., 60 E. 42nd St., New York, N. Y.
McKirdy, Mrs. Nora Hay., 1529 44th St., N. W., Washington, D. C.
McKnight, Eugene C., Ln., Alhambra P. L., 400 W. Main St., Alhambra, Calif.
McKnown, Blanche E., Ln., Periodical Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.
McLean, Dorothy R. L., Farm Credit Adm., 1300 E. St., N. W., Washington, D. C.
***McLean, Mary Pierson**, Ln., The American Bankers Assn., 22 E. Fortieth St., New York, N. Y.
McLean, Ruth B., Head Catlgr., Connecticut State L., Hartford, Conn.
***McMahon, Edith K.**, Ln., American Federation of Labor, 901 Massachusetts Ave., N. W., Washington, D. C.
McMullan, Joseph V., Ln., American Inst. for Iranian Art and Archaeology, 350 Madison Ave., New York, N. Y.
McNally, Pauline, Head, Station Dept., Waterloo P. L., Waterloo, Iowa.
McNamara, Beryl, Social Science Dept., The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.
McNeal, Louise, State Ln., Kansas State L., State House, Topeka, Kan.
***MacNeil, Ruth**, Ln., Standard Brands, Inc., 595 Madison Ave., New York, N. Y.
McNutt, Ruth J., Ln., Indiana Univ. Medical Center, 1040 W. Michigan St., Indianapolis, Ind.
Macon, George E., Technical Advisor, Research Dept., Metro-Goldwyn-Mayer Corp., Culver City, Calif.
McPeak, Rea, Asst. Dir., Wm. Wyles Collection of Lincolniana and Americana, Santa Barbara State Coll., Santa Barbara, Calif.
MacQuarrie, Mrs. Catherine, Catlgr., Federal Trade Comm. L., Sixth and Pennsylvania Ave., N. W., Washington, D. C.
McWilliams, Edith Meserole, 3569 Broadway, New York, N. Y.
Madden, Eulalia M., Ln., The American Brass Co., P. O. Box 830, Waterbury, Conn.
Madison, Mrs. Marjorie P., Asst. Ln., Standard Oil Co. of Calif., 265 Bush St., San Francisco, Calif.
Magee, Margaret, 34 W. 56th St., New York, N. Y.
Magg, Mrs. Marian Spater, Technical Ln., New Britain Inst., New Britain, Conn.
Maguire, Beatrice C., Upham's Corner Br. Boston P. L., Dorchester, Mass.
Mahoney, Mrs. Frances, Apartment No. 103, 1829 Summit Pl., N. W., Washington, D. C.
Maihl, Viola R., Ln., Linden F. P. L., 428 N. Wood Ave., Linden, N. J.

Maines, Mrs. Maud G., Ln., National Farm Sch., Farm School, Penn.

***Mallery, Mrs. Anne H.,** Ln., The Penn Mutual Life Ins. Co., Independence Square, Philadelphia, Penn.

Mallet, Laura B., Ln., New England Conservatory of Music, Huntington Ave., Boston, Mass.

Malone, Anna E., Ln., School of Agr., Pennsylvania State Coll., State College, Penn.

Maloney, Rev. J. C., S. J., Dir. L., St. Joseph's Coll., Eighteenth and Thompson Sts., Philadelphia, Penn.

Maltby, Mrs. W. R., Ln., Freer Gallery of Art, Smithsonian Institution, Washington, D. C.

Malterud, Kathrine, Neuro-Psychiatric Inst., Hartford, Conn.

***Manchester, Earl,** Ln., Ohio State Univ., Columbus, Ohio.

Manfredo, Mrs. Marie Giovine, 55-03 31st Ave., Woodside, N. Y.

Manion, Esther Ann, Ln., National Geographic Society, Sixteenth and M Sts., N. W., Washington, D. C.

Manks, Dorothy St. J., Ln., Massachusetts Horticultural Society, 300 Massachusetts Ave., Boston, Mass.

***Manley, Marian C.,** Br. Ln., Business Br. of the Newark P. L., 34 Commerce St., Newark, N. J.

Mann, A. C., Ln., Research Dept., Callender's Cable & Construction Co., Ltd., 38, Wood Lane, London, W. 12, England.

***Manning, Ethelwyn,** Ln., Frick Art Ref. L., 6 E. Seventy-first St., New York, N. Y.

Manning, Merle L., Asst. Ln., The Detroit Edison Co., 2000 Second Ave., Detroit, Mich.

Mansmann, Mrs. Elsa W., Ln., Editorial Dept., The Pittsburgh Press, Boulevard of the Allies, Pittsburgh, Penn.

Manufacturers Assn. of Connecticut, Inc., Mrs. Jeanne Angus Kast, Ln., 436 Capitol Ave., Hartford, Conn.

Manufacturers Life Ins. Co., The, Nancy Burton, Ln., 200 Bloor St. E., Toronto, Canada.

Marchese, Angela Q., Secy., Library Div., Strapflex Co., Medford 57, Mass.

Marchus, Dorothy, Joint Ref. L., 1313 E. Sixtieth St., Chicago, Ill.

Margolin, Edna, Asst. to the Ln., The American Jewish Com., 386 Fourth Ave., New York, N. Y.

Marion, Guy E., Mgr., Research Dept., Los Angeles Chamber of Commerce, 1151 S. Broadway, Los Angeles, Calif.

Markley, Dr. Lucy W., Asst. Ln., Union Theological Seminary, 3041 Broadway, New York, N. Y.

Marquis, Laura, First Asst., Business Br. Carnegie L. of Pittsburgh, 247 Union Trust Bldg., Pittsburgh, Penn.

Marrack, Harriet Febiger, Ln., Philosophy and Religion Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

***Marriott, Beatrice,** Ln., The Clarence J. Grieves L., Baltimore Coll. of Dental Surgery, Dental School, Univ. of Md., Baltimore, Md.

Marron, Joseph F., Ln., The Jacksonville P. L., Jacksonville, Fla.

Marshall, Mrs. Iva, Secy. to Dir., Cleveland Health Museum, 8811 Euclid Ave., Cleveland, O.

Marshall, Mrs. Madelene, Ln., Northwestern Univ. Dental Sch., 311 E. Chicago Ave., Chicago, Ill.

Marshall, Margretta, Los Angeles County P. L., 322 South Broadway, Los Angeles, Calif.

Marshall, Mary K., 215 Brooks St., Charleston, W. Va.

***Marten, Anna Irene,** Ln., Union Electric Co. of Missouri, 315 N. 12th Blvd., St. Louis, Mo.

Martenis, H. Elizabeth, History Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Martin, Dorothy, Historical and Philosophical Society of O., Cincinnati, O.

Martin, Mrs. Dorothy Hitchcock, L., Los Angeles Museum, Exposition Pk., Los Angeles, Calif.

Martin, Florence R., 539 Eighty-first St., Brooklyn, N. Y.

***Martin, Leah,** Ln., Arthur Kudner, Inc., 630 Fifth Ave., New York, N. Y.

Martin, Mona, Ln., The Great-West Life Assurance Co., P. O. Box 3048, Winnipeg, Canada.

***Martin, Mulford,** Ln., Sch. of Commerce, Accounts and Finance, New York Univ., Washington Sq., New York, N. Y.

Marting, Isabel, Music and Art Catlgr., Cataloging Dept., New York P. L., 476 Fifth Ave., New York, N. Y.

Maryland Casualty Co., Laura A. Woodward, Ln., Central Research L., 701 W. Fortieth St., Baltimore, Md.

Masi, Theresa V., Ln., Medical L., Elizabeth Steel Magee Hospital, Forbes and Halket Sts., Pittsburgh, Penn.

Mason, Albert A., Ln., Worcester Telegram Publishing Co., 22 Franklin St., Worcester, Mass.

Mason, Mrs. Mary Frank, Supervising Ln., Central Bureau for Hospital Libraries of the N. Y. Junior League, 221 E. 71st St., New York, N. Y.

Massachusetts Inst. of Tech., William N. Seaver, Ln., Cambridge, Mass.

Massachusetts Mutual Life Ins. Co., Norma Howarth, Ln., 1295 State St., Springfield, Mass.

Massachusetts State L., Dr. Dennis A. Dooley, Ln., State House, Boston, Mass.

Masters, Ida, Ln., Business Research Corp., 79 W. Monroe St., Chicago, Ill.

Mather, Marguerite, Periodical Dept., Detroit P. L., Detroit, Mich.

Mathes, Inc., J. M., Alice Tiller, Ln., 122 E. 42nd St., New York, N. Y.

Mathewson, Hope, Frick Art Ref. L., 10 E. Seventy-first St., New York, N. Y.

Matlis, Leonidas, 2444 New St., Blue Island, Ill.

Matsen, Helene, Research Ln., Standard Oil Development Co., Post Office Box 243, Elizabeth, N. J.

Matson, Jessie, 44 Morningside Dr., New York, N. Y.
Matt, Frances J., Ln., Medical-Research Div., Sharp & Dohme, Glenolden, Penn.
***Mattson, Edith L.**, Ln., Commonwealth Edison Co., 72 W. Adams St., Rm. 1100, Chicago, Ill.
Maurer, Mrs. C. P., Ln., Jackson Laboratory, E. I. du Pont de Nemours & Co., Inc., P. O. Drawer 525, Wilmington, Del.
May, John R., Ln., Indianapolis Coll. of Pharmacy, 802 E. Market St., Indianapolis, Ind.
Mayden, Helen, Sr. Business Dept. Ln., Sacramento City F. L., Ninth & L Sts., Sacramento, Calif.
Mayer, Gretel, 528 Riverside Dr., New York, N. Y.
Mayfield, Bertha, Asst. Ln., Experiment Sta., Hercules Powder Co., Wilmington, Del.
Mayor, A. Hyatt, Act. Dir. and Assoc. Curator of Prints, Metropolitan Museum of Art, Fifth Ave, at 82nd St., New York, N. Y.
***Meade, Thomas A.**, Ln., The Joseph Schaffner L. of Commerce, Northwestern Univ., 339 E. Chicago Ave., Chicago, Ill.
***Mees, R. T.**, Ln., Engineering Dept., Caterpillar Tractor Co., Peoria, Ill.
Meier, Margaret O., Head, Ref. Dept., Duluth P. L., Duluth, Minn.
Meixell, Granville, Engineering Ln., Columbia Univ., Broadway and 116th St., New York, N. Y.
Mellinger, May, Asst. Ed., Public Affairs Information Service, 11 W. Fortieth St., New York, N. Y.
Mellon Inst. of Industrial Research, Edith Portman, Ln., 4400 Fifth Ave., Pittsburgh, Penn.
Melvain, Janet F., Ln., Bloomfield F. P. L., 90 Broad St., Bloomfield, N. J.
Mendel, Anne P., Ln., Bank of the Manhattan Co., 40 Wall St., New York, N. Y.
Mennen Co., The, R. R. Fleming, 345 Central Ave., Newark, N. J.
Menninger, Annabelle, Ln., Advertising Dept., Curtis Publishing Co., 60 E. 42nd St., New York, N. Y.
Mercantile-Commerce Bank and Trust Co., Cecilia Kiel, Ln., Locust-Eighth-St., Charles, Saint Louis, Mo.
Meredith Publishing Co., Hilda F. Howe, Ln., Post Office Drawer 777, Des Moines, Iowa.
Meredith, Mrs. Virginia H., 26 Beekman Pl., New York, N. Y.
Meriam, E. J., Ln., Esperanto-Informo, 486 Boylston St., Boston, Mass.
Merriam, Elsey, The Quarrie Corp., 35 E. Wacker Dr., Chicago, Ill.
Merritt, LeRoy C., 5484 Ingleside Ave., Hyde Park Sta., Chicago, Ill.
Merrow, Dorothy T., Asst., Circulation and Period., Kirstein Business Br., 20 City Hall Ave., Boston, Mass.
***Merwin, Mrs. Stella**, Ln., Messrs. Jackson & Moreland, 31 St. James Ave., Boston, Mass.
Messick, Ann, Shell Development Co., Emeryville, Calif.
Metcalf, Keyes D., Dir., Harvard Univ. L., Widener L., Harvard Univ., Cambridge, Mass.
Metropolitan Life Ins. Co., Florence Bradley, Ln., 1 Madison Ave., New York, N. Y.
Metschl, Dr. John, Dept. of Information Service, Gulf Research & Development Corp., P. O. Box 2038, Pittsburgh, Penn.
Miles Laboratories, Inc., Elizabeth Weissinger, Myrtle & McNaughton Sts., Elkhart, Ind.
Millar, Mrs. Hildegard, Bureau of International Relations, 207 S. Hall, Univ. of Calif., Berkeley, Calif.
Millen, Irene, Ln., Music Div., Ref. Dept., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.
Miller, Alfred F., Rademaekers, 74–78 Oraton St., Newark, N. J.
Miller, Caroline, Gulf Refining Co., Gulf Refining Bldg., Rm. 2422, Pittsburgh, Penn.
Miller, E., F. P. L., Jersey City, N. J.
Miller, Ernest I., Ch., Tech. Dept., Detroit P. L., Woodward and Kirby Aves., Detroit, Mich.
Miller, Mrs. Evangeline Charlat, 414 W. 120th St., New York, N. Y.
Miller, Floyd J., Ed., The Daily Tribune, 504 S. Washington St., Royal Oak, Mich.
***Miller, Margaret M.**, Ln., Standard Oil Co. of Calif., 265 Bush St., San Francisco, Calif.
***Miller, Ruth**, Ln., Central Hanover Bank and Trust Co., 70 Broadway, New York, N. Y.
Miller, Wellington Everett, L. of Vehicles, 5415 El Verano Ave., Los Angeles, Calif.
Milligan, May, Ref. Ln., The National City Financial L., 20 Exchange Pl., New York, N. Y.
Milliken, Carl E., Jr., Research Dept., Warner Bros. Pictures, Inc., 4000 South Olive St., Burbank, Calif.
***Mills, B. N.**, Secy., Bankers Life Co., Sixth and Grand Sts., Des Moines, Iowa.
Mills, Julia L., Asst. Ln., Antioch Coll., Yellow Springs, O.
Mine Safety Appliances Co., Rosemary Hanlon, Ln., 201 N. Braddock Ave., Pittsburgh, Penn.
Minnesota Valley Canning Co., Mildred Folland, Ln., 1200 Commerce St., Le Sueur, Minn.
Misani, Fernanda, 1006 Sharpless Rd., Melrose Park, Philadelphia, Penn.
Mishnun, Ruth, 645 W. End Ave., New York, N. Y.
Miske, Louise E., Catlgr., Julia Patton L., Russell Sage Coll., Troy, N. Y.
Mitchell, Eleanor, Ln., Fine Arts Dept., Univ. of Pittsburgh, Pittsburgh, Penn.
Mitchell, Maud, Ln., Chapman Mem. L., Milwaukee-Downer Coll., Milwaukee, Wis.
Mitchell, Dr. William H., 500 W. 112th St., New York, N. Y.
Mitchell, Wilma E., Business Information Bureau, Cleveland P. L., 325 Superior Ave., N. E., Cleveland, O.
***Mitchill, Alma C.**, Ln., P. Service Corp. of N. J., 80 Park Pl., Newark, N. J.

Moat, Margaret Elizabeth, Ln., Tilton General Hospital, Fort Dix, N. J.

Moats, John S., Catalog Dept., Scientific L., U.S. Patent Office, Washington, D. C.

Moats, Mrs. Ruby W., Ln., L., Soil Conservation Service, U. S. Dept. of Agric., Washington, D. C.

Mohaupt, Rosina, Detroit Bureau of Governmental Research, 5135 Cass Ave., Detroit, Mich.

Mohn, Anne E., Asst. Ln., Western Union Telegraph Co., 60 Hudson St., Rm. 704, New York, N. Y.

Mohrhardt, Charles M., Assoc. Ln., Detroit P. L., Woodward and Kirby Avenues, Detroit, Mich.

Monsanto Chemical Co., Central Research Lab., Doris C. Binkley, Ln., Dayton, O.

Montclair F. P. L., Margery C. Quigley, Ln., 73 Church St., Montclair, N. J.

Montgomery, Ruth, Ln., Lionel D. Edie & Co., Inc., 20 Exchange Pl., New York, N. Y.

Montignani, John B., Metropolitan Museum of Art, Fifth Ave. and 82nd St., New York, N. Y.

Mooney, Mrs. Nelka C., Ln., Sch. of Commerce and Finance, St. Louis Univ., 3674 Lindell Blvd., St. Louis, Mo.

Moore, Anne C., Industrial Dept., Silas Bronson L., 267 Grand St., Waterbury, Conn.

Moore, Mrs. Mae L., Ln., Boston Univ. Sch. of Medicine, 80 E. Concord St., Boston, Mass.

Moore-Smith, Jeannette, The H. W. Wilson Co., 950–972 Univ. Ave., New York, N. Y.

Moran, Ralph Lewis, 353 E. 56th St., New York, N. Y.

More, Margaret E., 215 W. Lanvale St., Baltimore, Md.

Morgan, Vera, Head, Extension Service Dept., Indianapolis P. L., St. Clair Sq., Indianapolis, Ind.

***Moriarty, John H.**, Ch., The L. of Congress, Accessions Div., Washington, D. C.

Morley, Linda H., Park Central Hotel, 55th St. and 7th Ave., New York, N. Y.

Morris, Deborah, Ln., The School of Fine Arts, Univ. of Penn., Philadelphia, Penn.

Morris, Mrs. May, Research Dept., Twentieth Century-Fox Film Corp., P. O. Box 900, Beverly Hills, Calif.

Morrison, Edward B., Asst., Manuscript Div., New York P. L., 476 Fifth Ave., New York, N. Y.

Morrison, Paul R., Mgr., Technical Book Co., 432 Market St., San Francisco, Calif.

***Morrison, Pauline**, Ln., Canadian Industries Ltd., Post Office Box 1260, Montreal, Canada.

***Morrison, Rosalind H.**, Ln., Lennen & Mitchell, Inc., 17 E. 45th St., New York, N. Y.

***Morse, Chloe**, Pres., Chloe Morse, Inc., 60 E. 42nd St., Rm. 1443, New York, N. Y.

Morse, Inc., Chloe, Chloe Morse, Pres., 60 E. 42nd St., Rm. 1443, New York, N. Y.

Morse, Florence L., Ln., United Fruit Co., 1 Federal St., Boston, Mass.

Morse, Grace W., Ins. Ln., Equitable Life Assurance Society of the U. S., 393 Seventh Ave., New York, N. Y.

Morse, Marion, Ln., Honolulu Academy of Arts, 900 South Beretania St., Honolulu, Hawaii.

Moshier, L. Marion, L. Extension Div., New York State L., Albany, N. Y.

Moskowitz, Sylvia, R. R. 1, Box 391, N. Main St., Spring Valley, N. Y.

Mouzakitis, Rigolia, 19 Box St., Brooklyn, N. Y.

Mowry, E. C., Research Asst. in Chge. of L., Security-First Nat. Bank of Los Angeles, 561 S. Spring St., Los Angeles, Calif.

Moyer, Dr. Elgin S., Ln., Moody Bible Inst., 153 Inst. Pl., Chicago, Ill.

Moyers, Mrs. Ella, Ln., White Mem. Hospital, Coll. of Medical Evangelists, 312 N. Boyle Ave., Los Angeles, Calif.

Mulhauser, Roland, Ln., Fenn Coll., 1983 E. Twenty-fourth St., Cleveland, O.

Mulkearn, Mrs. Lois, Curator, Darlington Mem. Collection, Cathedral of Learning, Rm. 601, Univ. of Pittsburgh, Pittsburgh, Penn.

Mullin, Rev. Francis A., Dir., Catholic Univ. of America, Washington, D. C.

Mundt, Alice, Ln., Worcester Art Museum, 55 Salisbury St., Worcester, Mass.

Munro, Donald McAlpine, 2215 Lothrop Ave., Detroit, Mich.

Munsterberg, Margaret, Asst. in Rare Book Dept., Boston P. L., Copley Square, Boston, Mass.

Munzer, Dr. Zdenka, 112 W. 86th St., New York, N. Y.

Murch, Ethel, Ln., Research L., Social Planning Council, 613 Locust St., St. Louis, Mo.

Murdoch, Gwendolyn, Williams Coll. L., P. O. Box 118, Williamstown, Mass.

Murdock, Lilla P., Ln., Bureau of Foreign and Domestic Commerce, U. S. Dept. of Commerce, 1510 Chestnut St., Philadelphia, Penn.

***Murphy, E. Marie**, Ln., New Jersey Coll. of Pharmacy, Rutgers Univ., 1 Lincoln Ave., Newark, N. J.

***Murphy, Mr. J. A.**, Dir., President's Office, United Air Lines Transport Corp., Municipal Airport, Chicago, Ill.

Murphy, Mrs. Katherine Tobias, 26 Beacon St., Hartford, Conn.

Murphy, Margaret Mary, Catlgr., Lewis Inst., Illinois Inst. of Tech., 1951 W. Madison St., Chicago, Ill.

Murray, Mrs. Winifred, Ln., Technical L., Bureau of Ships, U. S. Navy Dept., Washington, D. C.

Mutual Benefit Life Ins. Co., The, Helen M. Walton, Ln., 300 Broadway, Newark, N. J.

Myer, Violet F., The Queens Borough P. L., 89–14 Parsons Blvd., Jamaica, N. Y.

Myers, A. Emma, Abstract Dept., American Cyanamid & Chemical Corp., Stamford, Conn.

Myers, Mary Frances, Commercial Research Ln., The Curtis Publishing Co., Guardian Bldg., Rm. 1400, Cleveland, O.

N

Nally, Maurice, 436 Pulaski St., Brooklyn, N. Y.

Nashville P. L., Business L., Bettye E. Bell, Ln., Eighth and Union Sts., Nashville, Tenn.

National Aniline Div., Allied Chemical and Dye Corp., Frances A. McGovern, Ln., 40 Rector St., New York, N. Y.

National Association of Manufacturers, Martha Herold, Ln., 14 W. Forty-ninth St., New York, N. Y.

National Bank of Detroit, The, Verda S. Crego, Ln., Detroit, Mich.

National Cash Register Co., The, Emma M. Wedenbine, Ln., Dayton, O.

National Health L., The, Isabel L. Towner, Ln., 1790 Broadway, New York, N. Y.

National Industrial Conference Board, Inc., Mary Ethel Jameson, Ln., 247 Park Ave., New York, N. Y.

National Shawmut Bank of Boston, The, Avis H. Danforth, Ln., 40 Water St., Boston, Mass.

Naugatuck Chemical Div. of U. S. Rubber Co., Anne L. Nicholson, Ln., Development Dept., Naugatuck, Conn.

Neal, Mrs. Helena M., 1624 Minnesota Ave., S.E., Washington, D. C.

Neel, Mildred, Ln., Messrs. Stein and Roe, 135 S. La Salle St., Chicago, Ill.

Neff, Ellen Hull, L., American Bankers Assn., 22 E. 40th St., New York, N. Y.

Negley, Edith, 1331 Madison Ave., New York, N. Y.

Neifert, Mrs. Lewis M., E. F. Houghton & Co., 240 W. Somerset St., Philadelphia, Penn.

Neighbour, Marianna, 210 Lancaster St., Albany, N. Y.

Neil, Alice V., Ln., Research Laboratory, General Electric Co., 1 River Rd., Schenectady, N. Y.

Nelson, Esther, Asst. Ln., Evanston Township High Sch., Evanston, Ill.

***Nelson, Mrs. Lillian Gleissner,** L. Asst. in Chge., Sch. of Business, The Coll. of the City of N. Y., 17 Lexington Ave., New York, N. Y.

Nelson, Mildred E., Ln. and Asst. to Medical Dir., Medical Adm. Service, Inc., 1790 Broadway, New York, N. Y.

Nelson, Ruth E., Ln., Technical L., International Minerals & Chemical Corp., 20 N. Wacker Dr., Chicago, Ill.

Nesbit, Maude E., Medical Ln., New York State L., Education Bldg., Washington St., Albany, N. Y.

Ness, Kathryn, Ln., Westinghouse Electric International Co., 40 Wall St., New York, N. Y.

Nestmann, Anna Louise, Research Ln., Standard Oil Development Co., P. O. Box 243, Elizabeth, N. J.

New England Mutual Life Ins. Co., Jeannette Smith, Ln., 501 Boylston St., Boston, Mass.

New Haven Free P. L., Lindsey Brown, Ln., New Haven, Conn.

New Jersey Bell Telephone Co., Louise Griepenstroh, Ln., 540 Broad St., Newark, N. J.

New Jersey Coll. for Women, L. Sch., Ethel M. Fair, Dir., New Brunswick, N. J.

New Jersey Coll. of Pharmacy, Rutgers Univ., E. Marie Murphy, Ln., 1 Lincoln Ave., Newark, N. J.

New Jersey Zinc Co., The, Katharine C. Ashman, Ln., 160 Front St., New York, N. Y.

New York Herald Tribune, Robert E. Grayson, Ln., 230 W. 41st St., New York, N. Y.

New York Historical Society, The, Alexander J. Wall, Dir., 170 Central Park W., New York, N. Y.

New York Municipal Ref. L., Rebecca B. Rankin, Ln., Room 2230 Municipal Bldg., New York, N. Y.

New York State Div. of Housing, Abraham Jacobs, Ln., 80 Centre St., New York, N. Y.

New York Telephone Co., Dorothy M. Avery, Ln., Gen. L., Rm. 1918, 140 W. St., New York, N. Y.

New York Times, The, L. P. Huger, Ln., 229 W. Forty-third St., New York, N. Y.

New York Univ., Sch. of Commerce, Accounts and Finance, Mulford Martin, Ln., Washington Square, New York, N. Y.

Newark Public L., The, Beatrice Winser, Ln., 5 Washington St., Newark, N. J.

Newark P. L., Business Br., Marian C. Manley, Branch Ln., 34 Commerce St., Newark, N. J.

Newell, Genevieve, Fenn College L., 1983 E. Twenty-fourth St., Cleveland, O.

Newell-Emmett Company, Inc., Mrs. Rita Allen, Ln., Research Dept., 40 East 34th St., New York, N. Y.

Newhall, Beaumont, Ln., The Museum of Modern Art, 11 W. Fifty-third St., New York, N. Y.

Newhall, Dr. Jannette E., Asst. Ln., Andover-Harvard Theological L., Francis Ave., Cambridge, Mass.

Newkirk, Robert Deverell, 173 W. Queen Lane, Germantown, Philadelphia, Penn.

Newport Historical Society, Herbert O. Brigham, Ln., 82 Touro St., Newport, R. I.

***Newsome, M. Esther,** Ln., Suffolk Univ., 20 Derne St., Boston, Mass.

Newsweek, James W. Wells, Ln., 152 W. 42nd St., New York, N. Y.

Newton, Brenda E., Massachusetts Horticultural Society, 300 Massachusetts Ave., Boston, Mass.

Newton, Ethel L., L., The Travelers Ins. Co., 700 Main St., Hartford, Conn.

Newton, S. Angelia, Picture Ln., Div. of Educ., Los Angeles County Museum, Exposition Pk., Los Angeles, Calif.

Niagara Hudson Power Corp., Helen Anderson Ln., 15 Broad St., 18th floor, New York, N. Y.

Nichols, Mrs. Josephine G., Ln., Cornell Medical Coll., 1300 York Ave., New York, N. Y.

Nichols, Ruth G., Ln., Federal Reserve Bank of Chicago, 230 S. La Salle St., Chicago, Ill.

***Nicholson, Anne L.,** Ln., Development Dept., Naugatuck Chemical Division of U. S. Rubber Co., Naugatuck, Conn.

Nicholson, Natalie, Harvard Graduate Sch. of Engineering, Cambridge, Mass.

Nicol, Mrs. Rose, Asst. Ln., Economics Dept., Standard Oil Co. of Calif., 265 Bush St., San Francisco, Calif.

Niedergang, Elizabeth, Asst. Ln., Atheneum, Teachers Coll., 28 Calhoun St., Cincinnati, O.

Nistle, Dorothy B., Children's Rm., The New York P. L., 206 W. 100th St., New York, N. Y.

Noble, Dorothea, Ln., Bureau of Standards, Montgomery Ward & Co., 618 W. Chicago Ave., Chicago, Ill.

Noerdlinger, Henry S., Research Dept., Metro-Goldwyn-Mayer Corp., 10202 Washington Blvd., Culver City, Calif.

***Norcross, Jean,** Ln., Dun and Bradstreet, Inc., 290 Broadway, New York, N. Y.

North American Life Assurance Co., Lorna E. Dillane, Ln., 112 King St. W., Toronto, Canada.

Northwestern University, The Joseph Schaffner L. of Commerce, Thomas A. Meade, Ln., 339 E. Chicago Ave., Chicago, Ill.

Northwestern University Medical School, Louise Walker, Ln., 303 E. Chicago Ave., Chicago, Ill.

Norton, John J., Quincy Bookbinding Co., 62 Franklin St., Quincy, Mass.

Norwood, Clarence W., 45-31 171st St., Flushing, N. Y.

Notz, Cornelia, Ln., U. S. Tariff Comm., 7th and E Sts., N. W., Washington, D. C.

Nourse, Louis M., Ln., Kansas City P. L., Ninth and Locust Sts., Kansas City, Mo.

Noyes, R. Webb, Supervisor of L., Maxwell Graduate School of Citizenship and Public Affairs, Syracuse Univ., Syracuse, N. Y.

***Nugent, Mrs. Barbara B.,** Ln., The John Cotton Dana L., Univ. of Newark, 40 Rector St., Newark, N. J.

Nutting, Elizabeth, Shell Development Co., 100 Bush St., San Francisco, Calif.

Nutzhorn, Harold F., Head Catlgr., The New York Historical Society, 170 Central Park W., New York, N. Y.

Nyberg, Mrs. Margaret G., Research Ass't., L., Federal Works Agency, Room 5022, North Interior Bldg., Washington, D. C.

Nyrud, Mary, 209 B St., N. E., Washington, D. C.

O

O'Brien, Albert J., Industrial Service Dept., First National Bank in St. Louis, Broadway-Locust-Olive, St. Louis, Mo.

Oddy, Florence, Engineering Files L., The Detroit Edison Co., 2000 Second Blvd., Detroit, Mich.

O'Donnell, Carol, Ln., Community Chests and Councils, Inc., 155 E. 44th St., New York, N. Y.

O'Dougherty, Ann, Ln., St. Elizabeth Academy, Convent, N. J.

O'Farrell, John B., Tech. Ln., The Coll. of the City of N. Y., Convent Ave. and 139th St., New York, N. Y.

Ogilvie, Ruth A., Catlgr., The Baker L., Harvard Graduate Sch. of Business Adm., Boston, Mass.

***Ogram, Mrs. Dorothy,** Ln., Department 817, L., Sears, Roebuck and Co., 925 S. Homan Ave., Chicago, Ill.

Ohio Oil Co., The, Marcile Fetter, Ln., Findlay, O.

Ohio State Univ., Earl Manchester, Ln., Columbus, Ohio.

Ohlmeyer, Mary Claire, Asst. Ln., Sch. of Dentistry, Loyola Univ., 6363 St. Charles Ave., New Orleans, La.

Oille, Mrs. Hazel Ohman, 212 E. Forty-eighth St., New York, N. Y.

Ojala, Vieno, Ln., Research Dept., Corn Products Refining Co., Argo, Ill.

Olah, Joseph J., Testing Laboratory, U. S. Engineer's Office, Saylor Park, Cincinnati, O.

Old, Jewell F., Ln., Engineering Dept., Vultee Aircraft, Inc., Vultee Field, Calif.

Oliva, Helen V., 2029 Center Ave., Fort Lee, N. J.

Olschewsky, Johanna L., Ln., Inst. for the Crippled and Disabled, 400 First Ave., New York, N. Y.

Olson, Mrs. Dorothy Dayton, Elizabeth P. L., 11 S. Broad St., Elizabeth, N. J.

O'Mara, Helen, Fellows' L., Montreal Neurological Inst., 3801 Univ. St., Montreal, Canada.

O'Meara, Helen E., Ln., Film and Ref. L., Pathe News, Inc., 35 W. 45th St., New York, N. Y.

O'Neill, Catherine M., Ln., Children's Dept., Queens Borough P. L., 86-01 Broadway, Elmhurst, N. Y.

Orbison, Virginia, Research Dept., Paramount Pictures, Inc., 5451 Marathon St., Hollywood, Cal.

Oregon State Agric. Coll., Lucy M. Lewis, Dir. of Libraries, Corvallis, Ore.

***Orman, Oscar C.,** Dir., Washington Univ. L., Skinker & Forsythe Blvds., St. Louis, Mo.

Ort, George, Weise Binding Co., 817 Main St., Cincinnati, O.

Orthman, W. J., Sales Dept., Boston Music Co., 116 Boylston St., Boston, Mass.

***Osborn, George A.,** Ln., Rutgers Univ., New Brunswick, N. J.

Osborne, Bradford A., Head, Technical Dept., Tulsa P. L., Tulsa, Okla.

Osborne, Cornelia, Engineering L., McGill Univ., Montreal, Canada.

Osgood, Edna B., Allerton Hotel, 701 N. Michigan Ave., Chicago, Ill.

Osgood, Rufus F., Asst. Ln., Univ. Club, 1 West Fifty-fourth St., New York, N. Y.

Osipow, Ida, 300 W. 23rd St., New York, N. Y.

***Otis, Dwight C.,** Ln., Humble Oil and Refining Co., Baytown Refinery, Baytown, Texas.

O'Toole, Margery Eleanor, Ln., Atlantic Research Associates, Inc., 763 Washington St., Newtonville, Mass.

Ottersen, Signe Ruh, Ln., Forest Service, U. S. Dept. of Agric., S. Agric. Bldg., Washington, D. C.

***Otto, Mrs. Lisa G.,** L., The Research Laboratories, The Interchemical Corp., 432 W. Forty-fifth St., New York, N. Y.

Otto, Mrs. Margaret M., L., Russell Sage Foundation, 130 E. Twenty-second St., New York, N. Y.

Owens, Robert C., Ln., San Francisco Law L., City Hall, Rm. 436, San Francisco, Calif.

Owens-Corning Fiberglas Corp., Games Slayter, Vice Pres., Research Dept., Case Ave., Newark, O.

Owens-Illinois Glass Co., H. F. Stose, Research Information Dept., Toledo, O.

Ower, Bernard A., L., Dominion Bureau of Statistics, Ottawa, Canada.

P

Paasch, Mrs. W. T., 9 Salter Pl., Maplewood, N. J.

Pace Inst., Eileen E. Lever, Ln., 225 Broadway, New York, N. Y.

Pacific Gas & Electric Co., Mrs. Agnes Reinero, Ln., 245 Market St., San Francisco, Calif.

Pack, Cecelia, Asst. Ln., Order Dept., Wayne Univ., 4841 Cass Ave., Detroit, Mich.

Page, Richmond, Ln., Penn. Sch. of Social Work, 311 S. Juniper St., Philadelphia, Penn.

Palmer, Frances, 123 W. 13th St., New York, N. Y.

Palmer, Margaret Gayley, Evans Dental Inst. L., Fortieth and Spruce Sts., Philadelphia, Penn.

Palmer, Ruth E., Power & Light Div., Los Angeles Municipal Ref. L., 207 S. Broadway, Rm. 506, Los Angeles, Calif.

Pappier, N., Ln., American Gen. Corp., One Exchange Pl., Jersey City, N. J.

Paradis, Adrian Alexis, 758 Westminster Rd., Brooklyn, N. Y.

Paradis, Mrs. M. B., Edison Gen. Electrical Appliance Co., 5600 W. Taylor St., Chicago, Ill.

Pardoe, Gladys M., Legal Dept. L., American Telephone & Telegraph Co., 195 Broadway, New York, N. Y.

***Park, Mary Jane,** Ln., John Randolph Haynes and Dora Haynes Found., 2324 Figueroa St., Los Angeles, Calif.

Parker, Frances R., Ln., Ins. Inst. of Winnipeg, 1100 Paris Bldg., Winnipeg, Canada.

Parker, Henry W., Gen. Society, Mechanics and Tradesmen, 20 West Forty-fourth St., New York, N. Y.

Parker, Sarah Warfield, Regional Ln., Soil Conservation Service, U. S. Dept. of Agric., Center Bldg., Market St., Upper Darby, Penn.

Parks Air College, Inc., Willard Kelso Dennis, Ln., St. Louis, Ill.

Parks, Mrs. Ruth, Ref. Ln., National Safety Council, Inc., 20 N. Wacker Dr., Chicago, Ill.

Parr, Apollonia E., 3216 White Ave., Hamilton, Baltimore, Md.

Parsons, Algene, Asst. Ln., Cincinnati Municipal Ref. L., City Hall, Cincinnati, O.

Paul, Esther G., 1829 Lincoln Park W., Chicago, Ill.

Pawling, Anna, Chief of Files, Cravath, de Gersdorff, Swaine and Wood, 15 Broad St., New York, N. Y.

Payne, Maud, Ref. Ln., Tech. Dept., The Detroit P. L., Woodward Avenue at Kirby St., Detroit, Mich.

Payne, Mrs. Norah R., Montrose and Argyle Sts., Garrett Park, Md.

Peake, Mrs. Dorothy W., 423 W. 118th St., New York, N. Y.

Pearce, Betty J., Departmental Ln., Chemistry Dept., Purdue Univ., Lafayette, Ind.

Pearce, Catherine Anne, Ln., L. Canadian Car & Foundry Co., Ltd., 621 Craig St. W., Montreal, Canada.

Pearlman, Florence A., Asst. Ln., Sch. of Applied Social Science, Cathedral of Learning, Univ. of Pittsburgh, Pittsburgh, Penn.

Pears, O. N., L. Bureau, Remington Rand Inc., 179 W. Jefferson Ave., Detroit, Mich.

Pears, Rev. Thomas C., Ln., Presbyterian Historical Society, 520 Witherspoon Bldg., Philadelphia, Penn.

Pearse, Adelaide E., 1140 Baker Ave., Schenectady, N. Y.

Pearson, Frances E., 2124 31st St., Astoria, N. Y.

Pearson, Penelope, Ln., Circulation Dept., New York Municipal Ref. L., 2230 Municipal Bldg., New York, N. Y.

Pearson, Virginia, Asst. Ln., Sears, Roebuck and Co., Dept. 817, L., 925 S. Homan Ave., Chicago, Ill.

Peck, Eva R., Deansboro, N. Y.

Peck, Harriet R., Ln., Rensselaer Polytechnic Inst., Troy, N. Y.

Peck, Helene D., 576 N. Lexington Parkway, St. Paul, Minn.

Peck, Margaret H., Ref. Ass't., Information Dept., American Telephone and Telegraph Co., 195 Broadway, New York, N. Y.

Peckenpaugh, Mrs. Madelaine, Asst. Ln., The Paraffine Companies, Inc., Emeryville, Calif.

Pelzer, Marion E., Ref. Asst., Bloomfield F. P. L., Bloomfield, N. J.

Pendleton, Mrs. John D., Apartment 203, 4912 New Hampshire Ave., Washington, D. C.

***Penfield, Mrs. Sarah A.,** Ln., The Hartford Courant, 64 State St., Hartford, Conn.

Penn Mutual Life Insurance Co., The, Mrs. Anne H. Mallery, Ln., Independence Square, Philadelphia, Penn.

Penn. State Bureau of Employment and Unemployment Compensation, Rolland S. Wallis, Dir. of Research and Statistics, Harrisburg, Penn.

Penton, Madge C., Asst. Ref. Ln., Sullivan Mem. L., Temple Univ., Philadelphia, Penn.

Peoples Gas Light and Coke Co., The, William J. Soika, Ln., 122 S. Michigan Ave., Rm. 1607, Chicago, Ill.

Peoples-Pittsburgh Trust Co., Ella I. Chalfant, Ln., Fourth and Wood Sts., Pittsburgh, Penn.

Peper, Mathilde, Dir., The Biblical Seminary in New York, 235 E. Forty-ninth St., New York, N. Y.

Percey, Helen Gladys, Head of Research Dept., Paramount Pictures Inc., 5451 Marathon St., Hollywood, Calif.

Perine, Clara N., Ln., The Wistar Inst. of Anatomy and Biology, 36th St. and Woodland Ave., Philadelphia, Penn.

Perkins, Mrs. Henrietta Tarlson, 131 Elm St., West Haven, Conn.

Perry, Gertrude, Supv. of Periodicals and Binding, Massachusetts Inst. of Tech., Cambridge, Mass.

Persons, Rev. Frederick T., Ln., Congregational L., 14 Beacon St., Boston, Mass.

***Peterkin, Gertrude D.**, Ln., Legal Dept., American Telephone & Telegraph Co., 195 Broadway, New York, N. Y.

Peters, Claire Louise, Ln., Walsh Inst. of Accountancy, 120 Madison Ave., Detroit, Mich.

Peters, Margaret L., Tech. Dept., Cleveland P. L., 325 Superior Ave., N. E., Cleveland, O.

Petersen, Agnes J., Ln., The Milwaukee Journal, 333 W. State St., Milwaukee, Wisc.

Peterson, Bettina, Ln., The Crowell-Collier Publishing Co., 250 Park Ave., New York, N. Y.

Petrie, Andrew G., Dept. of Transport, Meteorological Service of Canada, 315 Bloor St. W., Toronto, Canada.

Petrie, Flora R., 319 E. Sixth St., Plainfield, N. J.

Pettengill, George E., Reading P. L., Reading, Penn.

Pettit, Ford M., Dir. of Ref. Work, The Detroit News, Detroit, Mich.

Phelps, Edith M., Secy., The H. W. Wilson Co., 950–972 Univ. Ave., New York, N. Y.

Phelps, Esther Brooks, Curriculum Dept., Teachers Coll. L., 525 W. 120th St., New York, N. Y.

Phelps, Margaret, L., Los Angeles Railway Corp., 1060 S. Broadway, Los Angeles, Calif.

Phelps, Ralph H., Head, Dept. of Science, Tech. and Art, Birmingham P. L., Seventh Ave. at Twenty-first St., N., Birmingham, Ala.

Phenis, Mrs. Charles M., 1601 Eleventh Ave., Belle Plaine, Iowa.

The Philadelphia Coll. of Pharmacy and Science, Dr. Madeline Oxford Holland, Ln., Forty-third St. and Kingsessing Ave., Philadelphia, Penn.

The Philadelphia Co., Virginia L. Garland, Ln., 435 Sixth Ave., Pittsburgh, Penn.

Philadelphia Rapid Transit Co., Marion H. Hall, Ln., 500 Mitten Bldg., Philadelphia, Penn.

Phillips, Mrs. Georgia D., Asst. Ln., Cataloging Dept., Wayne Univ., 4841 Cass Ave., Detroit, Mich.

Phillips, Ruth A., Ln., Scudder, Stevens & Clark, 10 P. O. Sq., Boston, Mass.

Phoenix Mutual Life Insurance Co., Maryalice Thoms, Ln., 79 Elm St., Hartford, Conn.

Pickard, Mrs. Adelaide Ogden, Ln., Apprentices' Library Co. of Phila., Broad and Brandywine St., Philadelphia, Penn.

Pickard, Charles W., Treasurer, Library Bindery Co. of Pennsylvania, Inc., 212 N. Twelfth St., Philadelphia, Penn.

***Pickering, Elizabeth**, Ln., E. R. Squibb & Sons., 25 Columbia Heights, Brooklyn, N. Y.

Pidgeon, Marie K., Consulting Ln., 460 W. Twenty-fourth St., New York, N. Y.

Pierce, Mrs. Catharine J., Ref. Ln., Swarthmore Coll. L., Swarthmore, Penn.

Pierce, Ethel C., Climax Molybdenum Co., 14410 Woodrow Wilson, Detroit, Mich.

Pierson, Raymond H., Ch. Chemist, Research Dept., Gilmore Oil Co., 2423 E. Twenty-eighth St., Los Angeles, Calif.

Pinchack, J., 342 W. 21st St., New York, N. Y.

Pincoe, Mrs. Grace, Ln., Art Gallery of Toronto, Grange Park, Toronto, Canada.

Pinkham, Ann E., L., Equitable Life Assurance Society of U. S., 393 Seventh Ave., New York, N. Y.

Piskur, M. M., Ln., Chemistry Laboratory, Swift and Co., Union Stock Yards, Chicago, Ill.

Platt, Elizabeth T., Ln., American Geographical Society, Broadway at 156th St., New York, N. Y.

Platt Henry, Ed., PREDATE, United Press Assn., 220 E. 42nd St., New York, N. Y.

Plaut, Mrs. Alice S., Cincinnati P. L., Cincinnati, O.

Plenk, Mrs. Agnes M., Ln., Inst. for Psychoanalysis, 43 E. Ohio St., Chicago, Ill.

Pliefke, Frida, Ln., Mayo Clinic, 102 Second Ave., S.W., Rochester, Minn.

Plottel, Frances, 221 W. 82nd St., New York, N. Y.

Ponton, Mrs. Maude S., Fish and Wildlife Service L., U. S. Dept. of the Interior, South Agric. Bldg., Rm. 4337, Washington, D. C.

Poole, Franklin O., Ln., The Assn. of the Bar of the City of N. Y., 42 W. Forty-fourth St., New York, N. Y.

Poole, M. Edna M., Ln., Academy of Medicine, 13 Queen's Park, Toronto, Canada.

Poore, Jeanette Tenney, 15 Valley Pl., Upper Montclair, N. J.

***Porter, Adelaide**, Ln., Research and Statistical L., Federal Reserve Bank of Atlanta, Atlanta, Ga.

Porter, Mrs. Hildegarde S., Hospital Ln., Veterans' Adm. Facility, Los Angeles, Calif.

***Portman, Edith**, Ln., Mellon Inst. of Industrial Research, 4400 Fifth Ave., Pittsburgh, Penn.

Potter, Margaret L., Biblgr., Lane Medical L. of Stanford Univ., Sacramento and Webster Sts., San Francisco, Calif.

Potter, Marion, The H. W. Wilson Co., 952–970 Univ. Ave., New York, N. Y.

Potts, Marion, Ln., Rural Electrification Admin., Washington, D. C.

Powers, Katharine C., 533 W. 112th St., New York, N. Y.

***Powlison, W. L.,** Ln., Patent Dept., Automobile Manufacturers Assn., New Center Bldg., Rm. 320, Detroit, Mich.

Poynor, Louise, Sch. of Business L., Columbia Univ., New York, N. Y.

Pratt, Adelene Jessup, State Dir., Maryland P. L. Advisory Comm., The Enoch Pratt F. L., Cathedral, Franklin and Mulberry Sts., Baltimore, Md.

Pratt, Mrs. Phebe Gross, 42 Arlington Ave., Westmount, Canada.

Prentice-Hall, Inc., Don S. Taylor, 70 Fifth Ave., New York, N. Y.

Pressgrove, Louise M., Asst. Ln., Farm Credit Adm., 1300 E St., N.W., Washington, D. C.

Presti, Vivian M., 11431 Woodland Ave., Cleveland, O.

Prevost, Marie Louise, 64 Parker Rd., Elizabeth, N. J.

Price, Waterhouse & Co., Grace H. Brown, Ln., 56 Pine St., New York, N. Y.

***Prime, Margueriete,** Ln., American Coll. of Surgeons, 40 E. Erie St., Chicago, Ill.

Pring, Anita, Asst. Ln., New England Mutual Life Ins. Co., 501 Boylston St., Boston, Mass.

Prip, Mrs. Grace Banker, Engineering Dept., Univ. of Calif., Berkeley, Calif.

Pritchard, Mrs. Belva Laughlin, Ln., International Business Machines Corp., 590 Madison Ave., New York, N. Y.

Procter & Gamble Co., The, Grace Stowell, Ln., 209 Gwynne Bldg., Cincinnati, O.

Proskauer, Dr. Erich S., Secy., Nordemann Publishing Co., Inc., 215 Fourth Ave., New York, N. Y.

Protheroe, Anne, Ln., Universal Atlas Cement Co., 135 E. Forty-second St., New York, N. Y.

Prouty, Edythe, Stations Dept., Cleveland P. L., Cleveland, O.

Prouty, Helen G., Sch. of Applied Social Sciences, Western Reserve Univ., Cleveland, O.

Provident Mutual Life Ins. Co., Helen M. King, Ln., P. O. Box 7379, Philadelphia, Penn.

Pruden, Sarah Bradley, Ln., National Oil Products Co., First and Essex Sts., Harrison, N. J.

The Prudential Ins. Co. of America, Katharine C. Doe, Ln., Methods Dept., Newark, N. J.

Public Service Corp. of N. J., Alma C. Mitchill, Ln., 80 Park Place, Newark, N. J.

Purcell, Rose, Ln., Southern California Edison Co., Post Office Box 351, Main Office, Los Angeles, Calif.

Purdum, Helen L., Ref. Ln., Akron P. L., 69 E. Market St., Akron, O.

Purdy, G. Flint, Ln., Wayne Univ., 4841 Cass Ave., Detroit, Mich.

Purdy, Mrs. Ruby A., Hood Rubber Co., Inc., Watertown, Mass.

Purington, Alice Marion, Ln., Financial Dept., Vick Chemical Co., 122 E. 42nd St., New York, N. Y.

***Purnell, H. Rutherford,** Principal Ln., P. L. of South Australia, G. P. O. Box 386A, Adelaide, South Australia.

Q

Quam, Mrs. Mary Battell, 141 Joralemon St., Brooklyn, N. Y.

Quast, Theodore E., 213 N. Sheridan St., Bay City, Mich.

The Queens Borough P. L., Jean K. Taylor, Ch. Ref. Ln., 89-14 Parsons Blvd., Jamaica, N. Y.

***Quigley, Emma G.,** Ln., Los Angeles Railway Corp., 1060 S. Broadway, Los Angeles, Calf.

***Quigley, Margery C.,** Ln., Montclair F. P. L., 73 Church St., Montclair, N. J.

Quilter, Mary L., Ln., Research Dept., Agfa Ansco-Div. Genl. Aniline & Film Corp., 40 Charles St., Binghamton, N. Y.

R

Rabjohns, Aileen A., Catlgr., Illinois State L., Springfield, Ill.

Rachinsky, Mrs. Gertrude K., Research Dept., Twentieth Century Fox Film Corp., Post Office Box 900, Beverly Hills, Calif.

Rackstraw, Elsie, Ln., Board of Governors of the Federal Reserve System, Constitution Ave. bet. 20th & 21st Sts., Washington, D. C.

Rademaekers, William H. Rademaekers, Pres., 74 Oraton St., Newark, N. J.

Rademaekers, Clara B., Rademaekers, 74-78 Oraton St., Newark, N. J.

***Rademaekers, William H.,** Pres., Rademaekers, 74 Oraton St., Newark, N. J.

Raeppel, Josephine E., L. Secy., Adm. Dept., Union Theological Seminary, 3041 Broadway, New York, N. Y.

Rakestraw, Mrs. Beatrice B., Essay Index, The H. W. Wilson Co., 950 Univ. Ave., New York, N. Y.

Ralph, Elisabeth R., Catlgr., L., Central Y. M. C. A. Coll., 19 S. La Salle St., Chicago, Ill.

Rand, Ann, Asst. Ln., Univ. of Nevada, Reno, Nevada.

Rand, Lucy Charlotte, 3060 Hull Ave., New York, N. Y.

Randall, Winifred M., Ln., Colgate-Palmolive-Peet Co., 105 Hudson St., Jersey City, N. J.

Randolph, Earl J., Dayton P. L., Dayton, O.

Rankin, Catherine Alice, 28 N. Terrace, Maplewood, N. J.

Rankin, Helen M., Head, Municipal Ref. Div., The F. L. of Philadelphia, Logan Square, Philadelphia, Penn.

Rankin, Lois, Asst. Ln., The Christian Science Monitor, 1 Norway St., Boston, Mass.

***Rankin, Rebecca B.,** Ln., New York Municipal Ref. L., Rm. 2230, Municipal Bldg., New York, N. Y.

Rannells, Mrs. Elizabeth, Ln., Editorial Dept., Chicago Journal of Commerce, 12 E. Grand Ave., Chicago, Ill.

Rantoul, Eleanor, Research Asst., Industrial Health Sec., Welfare Div., Metropolitan Life Insurance Co., 1 Madison Ave., New York, N. Y.

Rantz, Jeanne Frances, 1906 Baynard Blvd., Wilmington, Del.

Raschke, Mrs. Grace Van Nostrand, 10633 South Hale St., Chicago, Ill.

Rathbone, Margaret, Catlgr., Dumbarton Oaks L. and Collection, Harvard Univ., Georgetown, Washington, D. C.

Rathbun, Adele, Chicago Historical Society, North Ave. & Clark St., Chicago, Ill.

Rawlings, Stewart R., Bains Book Store, 117 S. Eighteenth St., Philadelphia, Penn.

Raymond, Dorothea A., Ln., London & Lancashire Indemnity Co. of Amer., 22 Trinity St., Hartford, Conn.

RCA Manufacturing Co., Inc., Rose E. Lonberger, Ln., Engineering, Dept., Camden, N. J.

RCA Radiotron Div., RCA Manufacturing Co., Inc., Marie Lugscheider, Ln., 415 S. Fifth St., Harrison, N. J.

Rea, Robert, Chief Ln., San Francisco P. L., Civic Center, San Francisco, Calif.

Rechenbach, Nellie Jane, Ln., Municipal Ref. Bureau, 244 City Hall, Cincinnati, O.

Redding, Matthew, Dir., Reference Dept., New York World-Telegram, 125 Barclay St., New York, N. Y.

Redstone, Edward H., Supv., Special Ref. Dept., Boston P. L., Copley Square, Boston, Mass.

Reece, Ernest J., Sch. of L. Service, Columbia Univ., New York, N. Y.

Reed, Hazel, Los Angeles County Law L., Hall of Records, Rm. 703, Los Angeles, Calif.

Reed, John Charles, Asst. Ln., Ref. Dept., The Detroit News, Detroit, Mich.

Reed, Mrs. Ruth, Asst. Ln., The Mead Corp., Chillicothe, O.

Register, Layton B., Ln., Biddle Law L., Univ. of Penn., Philadelphia, Penn.

Rehor, Mrs. Camille Datel, Ref. Asst., Business Information Bureau, Cleveland P. L., 325 Superior Ave., N.E., Cleveland, O.

Reid, Estell M., Asst. Ln., Ref. Dept., Wayne Univ., 4841 Cass Ave., Detroit, Mich.

Reid, Hilda, Asst. Ln., Faculty of Dentistry, Univ. of Toronto, 230 College St., Toronto, Canada.

Reid, Mrs. Louise, 736 W. End Ave., New York, N. Y.

Reid, Margaret E., Asst. Ln., Ontario Coll. of Educ., Univ. of Toronto, 371 Bloor St., W., Toronto, Canada.

Reid, Mary Fothergill, Acting Ln., Bureau of Mines, Dept. of Mines & Resources, Lydia St., Ottawa, Canada.

Reid, Thelma E., Asst. Ln., Ins. Society of New York, Inc., 107 William St., New York, N. Y.

Reinap, Mia, Nobscot Rd., R. F. D. 2, Framingham, Mass.

Reinberg, Thelma R., Ln., Battelle Mem. Inst., 505 King Ave., Columbus, O.

***Reinero, Mrs. Agnes,** Ln., Pacific Gas & Electric Co., 245 Market St., San Francisco, Calif.

Remington, Alberta P., Ln., Medical Records Dept., Lutheran Hospital, 22 Junius St., Brooklyn, N. Y.

Remington Rand Inc., E. L. Bowersox, Mgr., New York L. Dept., 315 Fourth Ave., New York, N. Y.

Republican National Com., Martha R. Schmidt, Ln., 718 Jackson Pl., N.W., Washington, D. C.

ReQua, Eloise G., Dir., L. of International Relations, 86 E. Randolph St., Chicago, Ill.

Requa, Lillian W., Bureau Representative, Hartford Better Business Bureau, Inc., 190 Trumbull St., Hartford, Conn.

Research Laboratories Div., Gen. Motors Corp., Caroline W. Lutz, Ln., 485 W. Milwaukee Ave., Detroit, Mich.

Retail Credit Co., Margaret C. Lloyd, Ln., Personnel Dept., Post Office Box 1723, Atlanta, Ga.

***Retzlaff, Edna,** Ln., The Dime Savings Bank of Brooklyn, 9 DeKalb Ave., Brooklyn, N. Y.

Reuben McMillan F. L., Clarence W. Sumner, Ln., Wick & Rayen Aves., Youngstown, Ohio.

Rex, Frederick, Ln., Municipal Ref. L., 1005 City Hall, Chicago, Ill.

Reynolds, Alice Virginia, Ln., Consolidated Gas Electric Light and Power Co. of Baltimore, Lexington and Liberty Sts., Baltimore, Md.

***Reynolds, Carroll F.,** Ch. of Acquisitions Dept., The Univ. L., The Univ. of Pittsburgh, Pittsburgh, Penn.

***Reynolds, Grace,** Secy. and Reviser, McGill Univ. L. Sch., 3459 McTavish St., Montreal, Canada.

Reynolds, Margaret, Ln., First Wisconsin National Bank, 743 N. Water St., Milwaukee, Wisc.

Rhode Island State L., Grace M. Sherwood, State Ln. and State Record Commissioner, State House, Providence, R. I.

Rhodenbaugh, Mrs. Harold, Ln., Courier-Journal and Louisville Times, Third and Liberty Sts., Louisville, Ky.

Rhodes, Isabella K., Sch. of Library Service, Columbia Univ., New York, N. Y.

Rhyne, William Lawrence, Route 2, Bessemer City, N. C.

Ricard, Herbert F., Ln., Long Island Collection, Queens Borough P. L., 89–14 Parsons Blvd., Jamaica, N. Y.

Rice, Mrs. Eunice S., P. O. Box 343, Madison, N. J.

Rich, A. Hester, 3716 Gwynn Oak Ave., Baltimore, Md.

Richards, Mrs. Mildred B., Ln., Baker & Co., Inc., 54 Austin St., Newark, N. J.

Richards, Phyllis Van Horne, One Marble Hill Ave., New York, N. Y.

Richardson, Frances C., Head of Research Dept., Twentieth Century Fox Film Corp., P. O. Box 900, Beverly Hills, Calif.

Richardson, Mrs. Theresa W., Ln., Phillips Academy, Andover, Mass.

Richmond, Mary G., 239 E. 73rd Street, Apt. 3W, New York, N. Y.

Richon, Lucienne, Asst. Ln., Dun & Bradstreet, Inc., 290 Broadway, New York, N. Y.

***Rider, Fremont,** Ln., Wesleyan Univ., Middletown, Conn.

Ridgeway, Lois, Ln., Wright, Gordon, Zachry & Parlin, 63 Wall St., New York, N. Y.

Ridley, Arthur F., Secy. & Ln., British Non-Ferrous Metals Res. Assn., Regnart Buildings, Euston St., London, N. W. 1, England.

Riebsomer, Maurie, National Headquarters L., The American Legion, 777 N. Meridian St., Indianapolis, Ind.

Riechers, Caroline W., Ln., Rush Medical Coll., The Univ. of Chicago, 1758 W. Harrison St., Chicago, Ill.

Rigali, Camille, Daprato L. of Ecclesiastical Art, 762 W. Adams St., Chicago, Ill.

Rigby, Phyllis T., L., Aluminium Ltd., P. O. Box 6090, Montreal, Canada.

Rigney, Janet M., L., Council on Foreign Relations, 45 E. 65th St., New York, N. Y.

***Riley, Rev. Arthur J.,** Ln., St. John's Boston Ecclesiastical Seminary, Lake St., Brighton, Mass.

Riley, Edna S., Young Women's Christian Assn., 114 Prospect St., Passaic, N. J.

Rimbach, Richard, Managing Ed., The Instruments Publishing Co., 1117 Wolfendale St., Pittsburgh, Penn.

***Rimsky-Korsakoff, V. N.,** Ln., Central Laboratories, Gen. Foods Corp., 1125 Hudson St., Hoboken, N. J.

Rinehart, Dr. R. J., Dean of Dental Coll., Kansas City-Western Dental Coll., N. E. Corner 10th & Troost Sts., Kansas City, Mo.

Ring, Allen G., Ln., Research L., Mallinckrodt Chemical Works, 2nd and Mallinckrodt Sts., St. Louis, Mo.

Ring, Marcena L., Ginn and Co., 15 Ashburton Pl., Boston, Mass.

Ringwood, Ona K. D., Ln., Foreign Policy Assn., 8 W. Fortieth St., New York, N. Y.

Ritter, Clement V., 58 E. Washington St., Chicago, Ill.

Ritter, Gertrude, L., Gen. Electric Co., Schenectady, N. Y.

Roalfe, William R., Ln., School of Law, Duke Univ., Durham, N. C.

Robbins, Sarah, 175 Harwood Ave., North Tarrytown, N. Y.

Roberts, Mrs. Edythe Chriss, Ch., Office of Government Reports, U. S. Information Service, 521 Fifth Ave., New York, N. Y.

Roberts, Mrs. Florence, Ln., William R. Warner & Co., 113 W. 18th St., New York, N. Y.

Robertshaw, Ruth Ann, Asst. Ln., Hall Laboratories, Inc., 300 Ross St., Pittsburgh, Penn.

Robertson, B., L.—Dept. No. 254, Northern Electric Co., 1261 Shearer St., Montreal, Canada.

Robillard, Norbert, L., New York Herald Tribune, 230 W. 41st St., New York, N. Y.

Robinson, Mrs. Dorothy R., Catlgr., Research Dept., Paramount Pictures, Inc., 5451 Marathon St., Hollywood, Calif.

Robinson, Jane E., Catlgr., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

Robischon, Ernest W., Ln., Pacific Aeronautical L., 6715 Hollywood Blvd., Hollywood, Calif.

Roblyer, William A., Ch., Catalog and Classification Dept., Boston P. L., Copley Square, Boston, Mass.

Roche, Loretta, 121 Marquand Ave., Bronxville, N. Y.

Rochester Business Inst., Helen Stuart Humphrey, Ln., 172 Clinton Avenue S., Rochester, N. Y.

Rochester P. L., John A. Lowe, Dir. of Libraries, 115 S. Ave., Rochester, N. Y.

Rockwell, Dr. William Walker, Ln., Union Theological Seminary, 3041 Broadway, New York, N. Y.

Rocq, Pierre F., Research and Development Dept., Standard Oil Co. of Calif., Richmond, Calif.

***Rodd, Mary F.,** Technical Ln., Central Technical Laboratory, Armstrong Cork Co., Lancaster, Penn.

***Roden, Carl B.,** Ln., The Chicago P. L., 78 E. Washington St., Chicago, Ill.

Rodolf, Frank M., Dir., L., The Flint Journal, Flint, Mich.

Rogers, Helen, Ln., Indiana Dept. of Public Welfare, 141 S. Meridian St., Indianapolis, Ind.

***Rogers, Helene H.,** Assistant State Ln., Illinois State L., Springfield, Ill.

Rogers, Marjorie E., Chloe Morse, Inc., 40 E. 62nd St., New York, N. Y.

***Roland, Ruth M.,** Ln., Personnel-Educ. Dept., Beneficial Management Corp., 15 Washington St., Newark, N. J.

Roller, Albert, Master Bookbinding Co., 49 E. 21st St., New York, N. Y.

Rosen, Mrs. Dorothy Engstrum, Head, Periodicals Dept., L., Univ. of Southern Calif., Los Angeles, Calif.

Rosenbaum, David, Social Sciences Dept., Detroit P. L., Detroit, Mich.

Rosenberg, Betty, 535 N. Fuller Ave., Los Angeles, Calif.

Rosenberg, E. M., Engineering Dept., Sperry Gyroscope Co., Inc., Manhattan Bridge Plaza, Brooklyn, N. Y.

Ross, Vernon, Instructor, Book Sel. & Ref., McGill Univ. L. Sch., 3459 McTavish St., Montreal, Canada.

Ross, Warren D., Ohio and Kentucky Representative, Gaylord Bros., Inc., 113 South Ardmore Rd., Columbus, O.

Rossi, Mrs. D. I. P., Economics Div., New York P. L., 476 Fifth Ave., New York, N. Y.

Rothman, Dr. Walter, Hebrew Union Coll., Cincinnati, O.

***Rounds, Joseph B.,** Act. Ln., Grosvenor L., Franklin and Edward Sts., Buffalo, N. Y.

Rovelstad, Howard, Order Ln. and Instructor in Library Science, Univ. of Maryland, College Park, Md.

Rowley, Florence T., Ln., American Assn. of Advertising Agencies, 420 Lexington Ave., New York, N. Y.

Roxby, Mrs. Koneta, Act. Ln., California State. Relief Adm., State Office Bldg., Number 1, Sacramento, Calif.

Royal Bank of Canada, The, Mildred I. Turnbull, Ln., 360 St. James St., W., Montreal, Canada.

Rubin, Helen, 352 E. 19th St., New York, N. Y.

Ruch, Coeina A., Medical Ln., Allegheny General Hospital, 320 E. N. Ave., Pittsburgh, Penn.

Ruggles, Melville J., Asst. Ln., Council on Foreign Relations, Inc., 45 E. 65th St., New York, N. Y.

Rummell, Marguerite, Bond Dept., The Prudential Ins. Co. of America, Newark, N. J.

Runner, Mrs. Mabelle M., Carnegie Inst. of Tech. L., Schenley Park, Pittsburgh, Penn.

Runte, Anthony F., 1934 N. Palmer St., Milwaukee, Wis.

Rush, Walter H., George A. Flohr Co., 528 Walnut St., Cincinnati, O.

Russ, Isabella, Ln., Victor Chemical Works, 11th and Arnold Sts., Chicago Heights, Ill.

Russell, Mrs. Alpha E., Art and Music Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Russell Sage Foundation, Mrs. Mabel A. Badcock, Ln., 130 E. Twenty-second St., New York, N. Y.

Rutgers Univ., George A. Osborn, Ln., New Brunswick, N. J.

Ruth, Sarah de C., 60 Hillside Ave., Newark, N. J.

Rutstein, Leo, Rutstein Laboratory and L., 45 Branford Pl., Newark, N. J.

Ryan, M. Lillian, Ln., The New World, 109 N. Dearborn St., Chicago, Ill.

Ryder, Olive M., Reference Ln., Los Angeles County P. L., 322 South Broadway, Los Angeles, Calif.

Ryerson, Elleaner M., L., Whitefish Bay High Sch., 1015 E. Henry Clay St., Milwaukee, Wis.

S

Sabine, Julia, 371 Lake St., Newark, N. J.

***Sadler, Floy H.,** Ln., New York Chapter, American Inst. of Banking, 233 Broadway, New York, N. Y.

Sagers, Mrs. Margaret R., Ln., The Pure Oil Co., 35 E. Wacker Dr., Chicago, Ill.

Saidman, Rose Esther, Legislative Ref. Sec. L., U. S. Social Security Board, 815 Conn. Ave., N.W., Rm. 502, Washington, D. C.

St. John, Edna H., Ln., Underwriters' Assn. of New York State, 400 E. Genesee St., Syracuse, N. Y.

St. John, Francis R., Ch., Circulation Dept., New York P. L., 476 Fifth Ave., New York, N. Y.

St. John, Sarah, Ed., Art Index, The H. W. Wilson Co., 950–972 Univ. Ave., New York, N. Y.

St. John's Boston Ecclesiastical Seminary, Rev. Arthur J. Riley, Ln., Lake St., Brighton, Mass.

St. Peter, Helen, 245 North Dithridge St., Pittsburgh, Penn.

Saitta, Rosalie M., 141–11 184th St., Springfield Gardens, N. Y.

Sammons, Patricia, Chloe Morse, Inc., 60 E. 42nd St., New York, N. Y.

Samuel, Maria B., Ln., The Penn. Horticultural Society, 1600 Arch St., Rm. 601, Philadelphia, Penn.

Sander, Elfriede M., 514 Nineteenth St., N.W., Washington, D. C.

Sanderson, Ruth Dexter, Ln., Gray Herbarium, Harvard Univ., Cambridge, Mass.

Sandifur, Gladys E., Ln., Science and Industry Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Sandt, Mrs. Virginia, Extension Dept., Queens Borough P. L., 89–14 Parsons Blvd., Jamaica, N. Y.

Sather, Katrina, Brighton Br., Boston P. L., Brighton, Mass.

Saunders, Helen W., Ln., Hawkins, Delafield and Longfellow, 49 Wall St., New York, N. Y.

Saunders, Janet F., Asst. Ln., International Labour Office, 3480 Univ. St., Montreal, Canada.

Saunders, Mary V., Ln., Aluminum Laboratories Ltd., P. O. Box 30, Kingston, Canada.

Savage, Mrs. Henry L., 104 Jefferson Rd., Princeton, N. J.

Savord, Ruth, Ln., Council on Foreign Relations, Inc., 45 E. Sixty-fifth St., New York, N. Y.

Sawyer, Mary Esther, Ln., Perkins Institution and Massachusetts School for the Blind, Watertown, Mass.

Sawyer, Mildred L., Fogg Art Museum, Harvard Univ., Cambridge, Mass.

Sawyer, Susan, 35 Garden Pl., Brooklyn, N. Y.

Saxton, Mary, Ln., Ref. Dept., Advertising and Selling, 9 E. Thirty-eighth St., New York, N. Y.

Scalf, Mabel T., Ln., Allstate Ins. Co., 20 N. Wacker Dr., Chicago, Ill.

Scanlon, Helen Lawrence, Ln., Carnegie Endowment for International Peace, 700 Jackson Pl., Washington, D. C.

***Scardefield, Lillian A.,** Ln., The Lehman Corp., 1–3 S. William St., New York, N. Y.

Scarf, Elizabeth, Apartment 3, 2446 Dana St., Berkeley, Calif.

Schaefer, Madeline Mary, Ln., Personnel and Training-L., Ill. State Div. of Placement & Unemploy., 222 W. N. Bank Drive (3rd Floor), Chicago, Ill.

Schafer, Dr. Joseph, Supt., State Historical Society of Wisconsin, 816 State St., Madison, Wis.

Scher, Lewis J., 661 Saratoga Ave., Brooklyn, N. Y.

Schmeiser, Doris R., 3229 Shannon Drive, Baltimore, Md.

Schmidt, Mrs. Catherine M., Ln., American Potash Inst., Inc., 1155 Sixteenth St., N.W. Washington, D. C.

Schmidt, Katherine C., 430 West 118th St., New York, N. Y.

***Schmidt, Martha R.,** Ln., Republican National Com., 718 Jackson Pl., N.W., Washington, D. C.

***Schmidt, P. M.,** Ln., Hardware Mutuals L., 200 Strongs Ave., Stevens Point, Wis.

Schneider, Erna F., Ln. Morris F. Fox and Co., 753 N. Water St., Milwaukee, Wisc.

Schnell, Ira, 2328 W. State St., Milwaukee, Wisc.

Schoener, Marguerite P., Asst. Ln., The Louis Livingston L. of Baking, 1135 Fullerton Ave., Chicago, Ill.

Schofield, Edith, Ln., U. S. Forest Service, California Region, Phelan Bldg., San Francisco, Calif.

Schopp, Albert W., Ins. Ln., The Prudential Ins. Co. of America, 763 Broad St., Newark, N. J.

Schramm, Mrs. Alice M., Ref. Ln., The Milwaukee Journal, 333 W. State St., Milwaukee, Wisc.

Schramm, Elizabeth E., Asst. Ln., Coll. of Physicians and Surgeons, Columbia Univ., 630 W. 168th St., New York, N. Y.

Schrero, Morris, First Asst., Technology Dept., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.

Schroeder, H. A., Vice Pres., B. Westermann Co., Inc., 20 W. 48th St., New York, N. Y.

Schucman, L., Bookseller, 21 E. 17th St., New York, N. Y.

Schulze, Dr. Else L., Ln., Chemical Div., The Procter & Gamble Co., Post Office Box 893, Ivorydale, O.

Schuppener, Betty Jane, Ch., Accessions Dept.-L., Office of the Quartermaster Gen., Room 1058, Railroad Retirement Bldg., Washington, D. C.

Schutze, Gertrude, Ln., Virginia-Carolina Chemical Corp., Carteret, N. J.

Schwartz, Margaret I., Asst. Ln., Research Dept., Paramount Pictures, Inc., 5451 Marathon St., Hollywood, Calif.

Schwartz, Rose V., Ln. and Secy., Research Laboratory, Children's Fund of Michigan, 660 Frederick St., Detroit, Mich.

Schwegmann, George A., Jr., Dir., Union Catalog, Photoduplication Service, The L. of Congress, Washington, D. C.

***Schweitzer, H. C.,** Markets & Statistics Dept., Henry Disston & Sons, Inc., Tacony, Philadelphia, Penn.

Scripps-Howard Newspapers, Dorothy T. Casscells, Ln., Promotion and Research Dept., 230 Park Ave., New York, N. Y.

Seager, Marguerite L., Catlgr., Santa Monica P. L., Santa Monica, Calif.

Seagram & Sons, Inc., Joseph E., E. Freeman, Ln., Education Dept., Seventh Street Rd., Louisville, Ky.

Searby, Gertrude, U. S. Bureau of Foreign and Domestic Commerce, Custom House, Rm. 311, San Francisco, Calif.

Sears, Roebuck and Company, Mrs. Dorothy Ogram, Ln., Dept. 817, L., 925 S. Homan Ave., Chicago, Ill.

***Seastrom, Martha,** Ln., Ferro Enamel Corp., 4150 E. 56th St., Cleveland, O.

***Seaver, William N.,** Ln., Massachusetts Inst. of Tech., Cambridge, Mass.

Seely, Margot, 1636 Seaforth Ave., Montreal, Canada.

Seely, Winifred W., Ln., Service Club #2, Morale Department, Fort Ord, Fort Ord, Calif.

Seem, Mary H., 135 W. Lanvale St., Baltimore, Md.

Seibel, George, Dir., Carnegie L. of Allegheny, Federal and Ohio Sts., Pittsburgh, Penn.

Seifert, Beatrix C., Ln., Editorial Dept., The Hartford Times, 10 Prospect St., Hartford, Conn.

Seiler, Mrs. Louise S., In Chge. of Period., L., Federal Housing Adm., Washington, D. C.

Sellman, Helen, Documents Asst., The Enoch Pratt F. L., Cathedral, Franklin, and Mulberry Sts., Baltimore, Md.

Senior, Mildred R., Ln., Interstate Commerce Comm., Washington, D. C.

Sepko, Mrs. Frances Duda, Asst. Ln., American Foundation for the Blind, Inc., 15 West 16th Street, New York, N. Y.

Service, Helen F., Ref. Asst., Tech. Dept., Detroit Public L., Woodward and Kirby Ave., Detroit, Mich.

Sevo, Mrs. Elino L., Ln., The Paraffine Companies, Inc., 1550 Powell St., Emeryville, Calif.

Seward, Leila H., Br. Ln., Branches Dept., Long Beach P. L., 3125 E. Anaheim St., Long Beach, Calif.

Sewell, Winifred, 185 Claremont Ave., New York, N. Y.

Sexton, Anna M., 50 Woodlawn Ave., Albany, N. Y.

***Sexton, Veronica J.,** Asst. Ln., California Academy of Sciences, Golden Gate Park, San Francisco, Calif.

Seymour, Helen, Cahuenga Br., Los Angeles P. L., 4591 Santa Monica Blvd., Los Angeles, Calif.

Seymour, Helen M., Business Adm. L., Boston Univ., 685 Commonwealth Ave., Boston, Mass.

Shahabian, Kenneth K., Ln.-in-Charge, Law Library, St. John's Univ. Sch. of Law, 96 Schermerhorn Street, Brooklyn, N. Y.

Shahan, Kevet, Ben Tidball Mem. L., Department of Social Security, State of Washington, Olympia, Wash.

Shapiro, Clara S., 545 W. 144th St., New York, N. Y.

Shapiro, Ruth H., Milwaukee P. L., Eighth & Wisconsin Ave., Milwaukee, Wisc.

Sharps, Mary Elizabeth, 430 E. Surf St., Chicago, Ill.

Shaw, Erna, Ln., The Engineering Inst. of Canada, 2050 Mansfield St., Montreal, Canada.

Shaw, Ralph R., Dept. Ln., U. S. Dept. of Agric., Twelfth and Independence Sts., Washington, D. C.

Shaw, W. Lawrence, Ln., Western Regional Research Laboratory, U. S. Dept. of Agric., 800 Buchanan St., Albany, Calif.

Shearer, Edith L., Riggs O'Marlow, Chestertown, Md.

Sheehan, E. Louise, The Baker L., Harvard Graduate School of Business Adm., Soldiers Field, Boston, Mass.

Sheetz, Mrs. Beulah Taylor, 143 East 19th St., New York, N. Y.

Sheffey, Edward Fleming II, War Dept. (Ordnance), 3260 New Social Security Bldg., Third and Independence Ave., S.W., Washington, D. C.

Sheffield, Pyrrha B., Ln., Portland Cement Assn., 33 W. Grand Ave., Chicago, Ill.
Shell Oil Company, Inc., Joy C. Cunningham, Ln., 50 W. 50th St., New York, N. Y.
Shelow, Ida, Case Work Dept., Div. of P. Relief, Norwood, O.
Shelton, Mrs. Nello Wilson, 2460 Larkin St., San Francisco, Calif.
Shepard, Olivia, Ln., Portland Art Museum, W. Park and Madison, Portland, Ore.
Shera, Jesse H., 1 Beach St., College Heights, Hyattsville, Md.
Sherier, Elizabeth, Quartermaster Gen. L., U. S. War Dept., Washington, D. C.
Sherley, Phoebe, Div. of Statistics, Massachusetts Dept. of Labor & Industries, State House, Rm. 473, Boston, Mass.
Sherrard, Mary, Philadelphia Commercial Museum, 34th St. below Spruce, Philadelphia, Penn.
***Sherwood, Grace M.,** State Ln. and State Record Commissioner, Rhode Island State L., State House, Providence, R. I.
Shevchik, Olga, L., The Lilly Research Laboratories, Eli Lilly and Co., Indianapolis, Ind.
Shields, Ethel, Eastman Kodak Co., Business L., 343 State St., Rochester, N. Y.
Shirk, Grace, Ln., International Fisheries Comm., Fisheries Hall No. 2, Univ. of Washington, Seattle, Wash.
Shirk, Jeannette C., Glenshaw, Penn.
Shoemaker, F. Heaton, 61 Walter Rd., Glen Mills P. O., Penn.
Shoemaker, Ralph J., 61 Walter Rd., Glen Mills P. O., Penn.
Shoenberger, Virginia, Period. Dept., L., Univ. of Southern Calif., Univ. Park, Los Angeles, Calif.
Shoniker, Father Fintan R., O.S.B., Asst. Ln., St. Vincent Coll., Latrobe, Penn.
***Shorb, Lura,** Ln., Experiment Sta., Hercules Powder Co., Wilmington, Del.
***Shores, Louis,** Dir., L. Sch., George Peabody Coll. for Teachers, Nashville, Tenn.
Shortall, Helen, Ln., Flower-Fifth Ave. Hospital, Fifth Ave. and 105th St., New York, N. Y.
***Shreve, Nora A.,** Ln., Lincoln National Life Ins. Co., 1301 S. Harrison St., Fort Wayne, Ind.
Shue, Mrs. Violet E., Curator of Special Collections, Stanford Univ. Libraries, Post Office Box 2273, Stanford Univ., Calif.
Shufro, Herbert E., 1497 Carroll St., Brooklyn, N. Y.
Shules, William G., Boston P. L., Copley Sq., Boston, Mass.
Sicknick, June E., Ln., Redpath Laboratory, DuPont Film Mfg. Corp., Parlin, N. J.
Siebecker, Dorothy F., Catlgr., L., Milwaukee-Downer Coll., Milwaukee, Wisc.
Siegel, Ethel, Ln., Blair & Co., Inc., 44 Wall St., New York, N. Y.
Sill, Nell G., Ln., Cleveland Museum of Art, East Blvd., Cleveland, O.
Sillence, Edith H., Ln., The Assn. of Life Ins. Pres., 165 Broadway, New York, N. Y.
Silver, Joseph M., 300 W. 109th St., New York, N. Y.
Silverman, Anita Helen, 405 W. 118th St., New York, N. Y.
Silverthorn, Mary E., Asst. Professor, L. Sch., Ontario Coll. of Educ., Univ. of Toronto, Toronto, Canada.
Simha, Mrs. Genevieve Martha Cowling, Science and Tech. Dept., Queens Borough P. L., 89-14 Parsons Blvd., Jamaica, N. Y.
Simmington, Mildred, L., The Sch. of Fine Arts, Univ. of Penn., Philadelphia, Penn.
Simmons Coll., Sch. of L. Science, Nina C. Brotherton, Act. Dir., 300 The Fenway, Boston, Mass.
Simmons, Marionette, Ln., The Pacific Telephone & Telegraph Co., 140 New Montgomery St., San Francisco, Calif.
Simon, Beatrice V., McGill Univ. Library Sch., 3459 McTavish St., Montreal, Canada.
Simon, Fannie, Asst. Ln., McCann-Erickson, Inc., 50 Rockefeller Plaza, New York, N. Y.
Simons, Mrs. Corinne Miller, Asst. Ln., Lloyd L. and Museum, 309 W. Court St., Cincinnati, O.
Simpson, C. W., Promotion Mgr., Advertising and Sales, Art Metal Construction Co., Jones and Gifford Aves., Jamestown, N. Y.
Simpson, Mrs. John, 117 W. 70th St., New York, N. Y.
Sister Joan Patricia, Ln., Regis Coll., Wellesley St., Weston, Mass.
Sister M. Verena, Ln., Villa Maria Coll., Erie, Penn.
Sister Marie Virginia, Ln., Marygrove Coll., Detroit, Mich.
Sister Mary Anthony, Ln., Mount St. Agnes Junior Coll., Mount Washington, Baltimore, Md.
Sister Melania Grace, L., Seton Hill Coll., Greensburg, Penn.
Sister M. Hieronyme, Mt. Mercy Coll., 3333 Fifth Ave., Pittsburgh, Penn.
Sister Mary Luella, L. Sch., Rosary Coll., River Forest, Ill.
Skogh, Harriet M., 725½ W. Monroe St., Springfield, Ill.
Skrabak, Clement S., Ln., Engineering Dept., Lockheed Aircraft Corp., Burbank, Calif.
Slaughter, Sarah Quinn, 16 South Prado, Atlanta, Ga.
Slaughter, Vera-Mae, P. O. Box 179, San Francisco, Calif.
***Slayter, Games,** Vice Pres., Owens-Corning Fiberglas Corp., Research Dept., Case Ave., Newark, O.
Sloan, Elizabeth A., International House, 500 Riverside Dr., New York, N. Y.
Slobod, A. A., Main L., Gen. Electric Co., Schenectady, N. Y.
Small, Francis M., Ln., Personnel Div., Pacific Mutual Life Ins. Co., 523 W. 6th St., Los Angeles, Calif.
Smallman, Elizabeth, Ln., The Mathieson Alkali Works Inc., Niagara Falls, N. Y.
Smith, A. Marguerite, Ln., Zion Research Foundation, 120 Seaver St., Brookline, Mass.

Smith, Carolyn E., Ln., Linfield College, McMinnville, Oreg.

Smith, Elinor Holden, Ln., Sanderson and Porter, 52 William St., New York, N. Y.

***Smith, Elizabeth M.**, Dir., Albany P. L., Harmanus Bleecker L., 19 Dove St., Albany, N. Y.

Smith, Mrs. Elvira J., Research Dept., Paramount Pictures, Inc., 5451 Marathon St., Hollywood, Calif.

Smith, Gretta, Head, Fine Arts Dept., The Enoch Pratt F. L., Cathedral, Franklin & Mulberry Sts., Baltimore, Md.

Smith, Mrs. Gladys K., Dir., Work with Adults, Lakewood P. L., 15425 Detroit Ave., Lakewood, O.

Smith, Helen Jeannette, 325 W. 108th St., New York, N. Y.

***Smith, Helen May**, Ln., The Equitable Life Assurance Society of the United States, 393 Seventh Ave., Rm. 1506-E, New York, N. Y.

***Smith, Helen V. A.**, Statistician, Allied Stores Corp., 1440 Broadway, New York, N. Y.

Smith, Hilda Y., Law L., New York State L., Albany, N. Y.

***Smith, Jeannette**, Ln., New England Mutual Life Ins. Co., 501 Boylston St., Boston, Mass.

Smith, Jessie Graham, The Lippincott L., Univ. of Penn., Philadelphia, Penn.

Smith, Dr. Julian F., Assoc. Dir., Hooker Scientific L., Central Coll., Fayette, Mo.

***Smith, Leah E.**, Ln., The Technical L., Bell Telephone Laboratories, Inc., 463 W. St., New York, N. Y.

Smith, Leland R., Chief, Archives Div., Indiana State L., 140 N. Senate Ave., Indianapolis, Ind.

Smith, Mrs. Loretta F., Ln., Boston Psychopathic Hospital, 74 Fenwood Rd., Boston, Mass.

Smith, Marie H., 16 Tredwell Ave., Lynbrook, N. Y.

***Smith, Marion L.**, Ln., Long Lines Dept., American Telephone & Telegraph Co., 32 Sixth Ave., Rm. 1100, New York, N. Y.

Smith, Marjorie E., Asst. in Chge. of Reading Rm., Museum of Fine Arts, 479 Huntington Ave., Boston, Mass.

Smith, Mrs. Mary H., Ln., Massachusetts Dept. of Public Health, State House, Rm. 546, Boston, Mass.

Smith, Mary Marjorie, Asst. Ln., Ref. Dept., Wayne Univ., 4841 Cass Ave., Detroit, Mich.

Smith, Maurice H., Act. Ln., Cooper Union, Fourth Ave. and Eighth St., New York, N. Y.

Smith, Miriam Sprague, Ref. Ln., Central L., Massachusetts Inst. of Tech., Cambridge, Mass.

Smith, Xenophon P., Corps Area Ln., Ninth Corps Area, U. S. Army, Bldg. 617-18 E. C., Presidio of San Francisco, Calif.

Smyth, Arthur C., Ln., Editorial Dept., Buffalo Evening News, 216 Main St., Buffalo, N. Y.

Snelsire, Irma, Asst. Ln., Hall Laboratories, Inc., 300 Ross St., Pittsburgh, Penn.

Snow, Virginia, 12 Ober St., Beverly, Mass.

Snyder, Irma L., Ln., School of Applied Arts, Swift Hall, Univ. of Cincinnati, Cincinnati, O.

Snyder, Martha V., In Chge. of Period. L., Time Inc., Time and Life Bldg., Rockefeller Center, New York, N. Y.

Social Law L., Howard L. Stebbins, Ln., Court House, Pemberton Square, Boston, Mass.

Socony-Vacuum Oil Company, Inc., Gladys Ford, Ln., Dept. of Economics, 26 Broadway, New York, N. Y.

***Sohon, Julian A.**, Ln., Bridgeport P. L., 925 Broad St., Bridgeport, Conn.

***Soika, William J.**, Ln., The Peoples Gas Light and Coke Co., 122 S. Michigan Ave., Rm. 1607, Chicago, Ill.

Soissons, Josephine A., Apt. 308, Buell Hall, 400 Elmwood Ave., Buffalo, N. Y.

Sommer, Dorothea Marie, 111 Harmon St., Brooklyn, N. Y.

Sosna, Mrs. Sarah Markel, L., Metropolitan Museum of Art, 82nd St. & Fifth Ave., New York, N. Y.

Souchay, Bonar, Secy., Universum Book Export Co., Inc., 45 E. Seventeenth St., Rm. 818, New York, N. Y.

South, Mary, Asst. Ln., Geology Dept., Gulf Oil Corp., Post Office Box 1166, Pittsburgh, Penn.

South Australia P. L., H. Rutherford Purnell, Principal Ln., G. P. O. Box 386A, Adelaide, South Australia.

Southwestern Life Ins. Co., Mrs. M. Lavinia Hunter, Ln., Post Office Box 2699, Dallas, Texas.

***Sparrow, Ruth A.**, Ln., Research Dept., Buffalo Society of Natural Sciences, Buffalo Museum of Science, Buffalo, N. Y.

Speakman, Anne Rita, Pamphlet Div., The F. L. of Philadelphia, Logan Square, Philadelphia, Penn.

Specht, Mrs. Virginia Grantham, Ln., The National Fertilizer Assn., Investment Bldg., Rm. 616, Washington, D. C.

Spector, Herman K., Supervising Ln., Dept. of Correction, N. Y. C., Penitentiary of the City of N. Y., Rikers Island, N. Y.

Spellissy, John R., 5300 Merceron Ave., Baltimore, Md.

Spellman, Astrid, Ln., Research Dept., Gen. Chemical Co., Post Office Box 149, Long Island City, N. Y.

Spence, Charlotte, Ref. Div., Los Angeles County P. L., 322 S. Broadway, Los Angeles, Calif.

Sperry Gyroscope Co., Inc., Mrs. Frances Cox Cherry, L. Consult., Research L., Garden City, N. Y.

Spicer, Edith M., Ln., Research L., The Christ Hospital, Mount Auburn, Cincinnati, O.

Spicer, Theda, Asst. Ln., Safeway Stores, Inc., Post Office Box 660, Oakland, Calif.

Spinney, Katherine Rutherford, Collins St., Yarmouth, Canada.

Spitz, Mrs. Dorothy Henssgen, 4075½ Leimert Blvd., Los Angeles, Calif.

Spitzer, Ernest F., Ln., Consolidated Oil Corp., 630 Fifth Ave., Rm. 2515, New York, N. Y.

Spoehr, Hortense, 464 Coleridge Ave., Palo Alto, Calif.

Sprague, Frances, Ln., National Broadcasting Co., Inc., 30 Rockefeller Plaza, New York, N. Y.

Sprague, W. E., Secy., Canadian Westinghouse Co. Ltd., Hamilton, Canada.

***Springer, Dr. W. M.,** Research Dir., Bristol-Myers Co., 1575 Long Ave., Hillside, N. J.

Squibb & Sons, E. R., Elizabeth Pickering, Ln., 25 Columbia Heights, Brooklyn, N. Y.

Squire, Tilloah, Ln., Federal Housing Adm., 1001 Vermont Ave., N.W., Washington, D. C.

Stabler, Mrs. Pauline F., U. S. Dept. of Labor L., 14th and Constitution Ave., Washington, D. C.

Staderman, Mrs. Alice D., Scientific L., U. S. Patent Office, Washington, D. C.

Staebner, William H., Information Mgr., Charles Pfizer and Co., Inc., 11 Bartlett St., Brooklyn, N. Y.

Stafford, Maryon E., Information and Research Bureau, American Management Assn., 330 W. 42nd St., New York, N. Y.

Standard Brands, Inc., Ruth MacNeil, Ln., 595 Madison Ave., New York, N. Y.

Standard Oil Company of California, Margaret M. Miller, Ln., 265 Bush St., San Francisco, Calif.

Standard Oil Company (Indiana), George E. Dewey, Head of Inf. Div., Development and Patent Dept., 910 S. Michigan Ave., Chicago, Ill.

Standard Oil Development Co., Delbert F. Brown, Ln., P. O. Box 243, Elizabeth, N. J.

Standard & Poor's Corp., Eleanor S. Cavanaugh, Ln., 345 Hudson St., New York, N. Y.

Staniland, Mrs. Julia L., 2642 Library Rd., Pittsburgh (10), Penn.

Stanley, Caroline, Petworth Branch Children's Dept., Washington P. L., Georgia Ave. and Upshur St., N.W., Washington, D. C.

Staples, Barbara F., Cataloging Dept., Brooklyn P. L., Grand Army Plaza, Brooklyn, N. Y.

Stapleton, Margaret, Ref. Dept., The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.

Stark, Elizabeth F., Sr. L. Asst., Div. of Placement & Unemployment Ins., New York State Dept. of Labor, 342 Madison Ave., New York, N. Y.

Starr, Helen K., Ln., James Jerome Hill Ref. L., Saint Paul, Minn.

Stearns, Martha, Technical Ln., Pittsburgh Plate Glass Co., Post Office Drawer 1575, Milwaukee, Wisc.

***Stebbins, Howard L.,** Ln., Social Law L., Court House, Pemberton Square, Boston, Mass.

Stebbins, Mrs. Kathleen Brown, Secy., Special Libraries Assn., 31 E. Tenth St., New York, N. Y.

Stechert & Co., G. E., Walter A. Hafner, Partner, 31–33 E. Tenth St., New York, N. Y.

Steck, Erna R., Ln., Elmhurst Coll., Elmhurst, Ill.

Steele, Helen, Patent Dept., Aluminum Research Lab., Aluminum Co. of America, P. O. Box 772, New Kensington, Penn.

Steele, Nelle, Ln., Armour Coll. of Engineering, 3300 Federal St., Chicago, Ill.

Steelquist, M. Karna, 20 West 8th St., New York, N. Y.

Steers, Lilian M., Forest Products Laboratories, Dept. of Mines and Resources, Ottawa, Canada.

Steever, Jean M., Ln., Dept. of Marketing and Research, Farm Journal & Farmer's Wife, Washington Square, Philadelphia, Penn.

Steinbach, Mildred, 504 E. 88th St., New York, N. Y.

Steinke, Eleanor G., 125 Guard St., Rockford, Ill.

Stevens, Anna J., 689 Locust St., Pasadena, Calif.

Stewart, Amelia S. W., Joint Ln., Sun Life Assurance Co. of Canada, Dominion Square, Montreal, Canada.

***Stewart, Florence,** Ln., Messrs. White and Kemble, 68 William St., New York, N. Y.

***Stewart, F. Y.,** Exec. Vice-Pres., Engineering Index, Inc., 29 W. Thirty-ninth St., New York, N. Y.

Stewart, Harriett W., Ln., Mercy Hospital Staff L., Pride and Locust Sts., Pittsburgh, Penn.

Stewart, Mildred, Technical Ln., Technology Div., Cleveland P. L., 325 Superior Ave., N.E., Cleveland, O.

Stiles, Florence Ward, Ln., The Arthur Rotch L. of Architecture, Massachusetts Inst. of Tech., 77 Massachusetts Ave., Cambridge, Mass.

Stillman, Minna, Doc. Ln., Stanford Univ., Stanford Univ., Calif.

Stillwell, Ray, Catlgr., L., Securities and Exchange Com., 1778 Pennsylvania Ave., N.W., Washington, D. C.

Stimson, Dr. Clinton R., Ln., Research Dept., Plastics Div., Monsanto Chemical Co., Springfield, Mass.

Stockle, Louise, Ch., Serials Div., Stanford Univ. L., Stanford Univ., Calif.

Stockwell, Mrs. Herman G., 4903 Grosvenor Ave., Montreal, Canada.

Stoddard, Phebe C., Ln., Law Dept., Union Carbide and Carbon Corp., 30 E. Forty-second St., New York, N. Y.

Stolberg, Charles, Ref. L., The New York Sun, 280 Broadway, New York, N. Y.

Stone, Edith C., Ln., Simmons-Boardman Publishing Corp., 30 Church St., New York, N. Y.

Storie, Mrs. Catharine Penniman, Reference Dept., Teachers Coll., Columbia Univ., 525 W. 120th St., New York, N. Y.

***Stose, H. F.,** Owens-Illinois Glass Co., Research Information Dept., Toledo, O.

Stouman, Mrs. Annette Burr, National Society for the Prevention of Blindness, 1790 Broadway, New York, N. Y.

Stout, Elizabeth T., Ln., New York State Dept. of Labor, State Office Bldg., Rm. 609, Albany, N. Y.

***Stowell, Grace,** Ln., The Procter & Gamble Co., 209 Gwynne Bldg., Cincinnati, O.

Stoye, Isolde, 3824 Lanewood Dr., Des Moines, Iowa.

Strain, Paula M., Asst. Ln., Carnegie-Illinois Steel Corp., 434 Fifth Ave., Pittsburgh, Penn.

Straka, Leora E., Technical Ln., Goodyear Tire & Rubber Co., Akron, O.

Stratford, Grace R., Ln., The Cotton-Textile Inst., Inc., 320 Broadway, New York, N. Y.

Stratton, Doris V., Ln., Science and Industry Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Street, Florence M., Catlgr., Dept. of History, Gen. Assembly of the Presbyterian Church of the U. S., 520 Witherspoon Bldg., Philadelphia, Penn.

Streeter, Muriel J., Head, File Dept., Springfield Fire & Marine Ins. Co., 195 State St., Springfield, Mass.

***Strieby, Mrs. Irene M.**, Ln., The Lilly Research Laboratories, Eli Lilly and Co., Post Office Box 618, Indianapolis, Ind.

Strong, Katherine B., Ln., Public Documents Dept., Cincinnati P. L., Cincinnati, O.

***Stroschneider, Edith**, Ln., Inst. of Paper Chemistry, Appleton, Wisc.

Stuart, H. Lee, Biblgr.-Ln., Research Laboratories, National Lead Co., 105 York St., Brooklyn, N. Y.

Studebaker Corporation, The, Florence Fowler, Ln., 635 S. Main St., South Bend, Ind.

Stump, John, L., Mechanic's Inst., 57 Post St., San Francisco, Calif.

Suffolk Univ., M. Esther Newsome, Ln., 20 Derne St., Boston, Mass.

Sugar, Hermina, Ln., Euclid-Central Br., Euclid P. L., 1520 Chardon Rd., Cleveland, O.

***Sullivan, Ada M.**, Ln., Public Relations Dept., Johns-Manville Corp., 22 E. Fortieth St., New York, N. Y.

Sullivan, Carmel, Secy., Inter-American Bibliographical and Library Assn., The L. of Congress, Washington, D. C.

Sullivan, Katheryn, Ref. Ln., Lakewood P. L., 15425 Detroit Ave., Lakewood, O.

Sullivan, Loraine A., Exec. Asst., Special Libraries Dept., Boston P. L., Boston, Mass.

***Sumner, Clarence W.**, Ln., Reuben McMillan F. L., Wick & Rayen Aves., Youngstown, O.

Sun Life Assurance Co. of Canada, Mary Jane Henderson, Joint Ln., Dominion Square, Montreal, Canada.

Surrey, Mrs. H. P., 41 Fifth Ave., New York, N. Y.

Surveyer, Dr. Arthur, 1010 St. Catherine St., W., Montreal, Canada.

***Sutcliffe, Marion**, Ln., Compton Advertising, Inc., 630 Fifth Ave., New York, N. Y.

Suter, Wilda C., Ln., Associated Gen. Contractors of Amer., 1227 Munsey Bldg., Washington, D. C.

Svidlo, Nina, Chemical Ln., Laboratory, Gen. Electric Co., 100 Woodlawn Ave., Pittsfield, Mass.

Swank, Irma L., Catlgr., Historical & Philosophical Soc. of Ohio, Univ. L. Bldg., Cincinnati, O.

Swanson, Roy W., Ln., Editorial Dept., St. Paul Dispatch-Pioneer Press, Dispatch Bldg., St. Paul, Minn.

Swerig, Mabel B., Ln., Ins. Society of New York, Inc., 107 William St., New York, N. Y.

Swerig, Vivian, Ln., Research Dept., Reynolds & Co., 120 Broadway, New York, N. Y.

Swinnerton, Mrs. Lucy K., Dept. Ln., Sociology Dept., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Swope, Thelma, Detroit Board of Commerce, 320 W. Lafayette Blvd., Detroit, Mich.

Sykes, Mrs. Jacquelin D., Ln., Arthur D. Little, Inc., 30 Charles River Rd., Cambridge, Mass.

Sykes, Marion Paul, Ln., The Atlantic Refining Co., 3144 Passyunk Ave., Philadelphia, Penn.

Symonds, Helen, Ln., Medical L., Boston City Hospital, Boston, Mass.

Symonds, Maurice, Ln., News Syndicate Co., Inc., 220 E. Forty-second St., New York, N. Y.

T

Tafel, Eleanor M., 890 N. El Molino Ave., Pasadena, Calif.

Tallman, Ella, In Chge. of Lantern Slides, L., Cleveland Museum of Art, East Blvd., Cleveland, O.

Tanguay, Celine, Ecole des Hautes Etudes Commerciales de Montreal, 530 Lagauchetiere St., East, Montreal, Canada.

***Taylor, Don S.**, Prentice-Hall, Inc., 70 Fifth Ave., New York, N. Y.

Taylor, Gertrude R., Ln., Kuhn, Loeb & Co., 52 William St., New York, N. Y.

Taylor, Grace R., Ln., City F. L., Ninth and I Sts., Sacramento, Calif.

***Taylor, Jean K.**, Ch. Ref. Ln., The Queens Borough P. L., 89-14 Parsons Blvd., Jamaica, N. Y.

Taylor, Mrs. Katherine Reinau, Chemical L. Service, 208 Panoramic Way, Berkeley, Calif.

Taylor, Leona, Dir., Ref. Dept., Akron Beacon Journal, 140 East Market St., Akron, O.

***Taylor, Mrs. Mary Waldo**, Ln., Elizabeth McCormick Mem. Fund, 848 N. Dearborn St., Chicago, Ill.

Taylor, Ruth, Asst. Catlgr., Univ. of Pittsburgh L., Cathedral of Learning, Pittsburgh, Penn.

Technical Books of America, Joseph McKible, Pres., 122 E. Forty-second St., New York, N. Y.

Teitelbaum, Harold, Exec. Asst., Chicago P. L., Randolph and Michigan, Chicago, Ill.

Temple, Phillips, Ln., Riggs Mem. L., Georgetown Univ., Washington, D. C.

Temple, Mrs. Ruth Streaker, Catlgr., Riggs Mem. L., Georgetown Univ., 37th and O Streets, N.W., Washington, D. C.

Temple Univ., Rebecca K. Bonner, Ln., Business L., Broad St. and Montgomery Ave., Philadelphia, Penn.

Terrell, Leona Watland, Asst. Ln., School of Agric., Pennsylvania State Coll., State College, Penn.

Thayer, Rachel, Doc. Ln., Ref. Dept., Long Beach P. L., Long Beach, Calif.

Thelen, Ora, 136 Alvarado Rd., Berkeley, Calif.
Thibault, Dave, Ref. Dept., The Detroit News, Detroit, Mich.
Thiessen, Alvin David, Ln., Meteorological Service L., 315 Bloor St., W., Toronto, Canada.
Thomas, Carol, R. F. D. 2, Madison, Wisc.
Thomas, Dorothy McKee, 320 E. 42nd St., New York, N. Y.
Thomas, Hope, L., Technical Data Sec., Wright Field, Dayton, O.
Thomas, Mabel W., Oakland F. L., Oakland, Calif.
Thomas, Martha Reynolds, Chemistry L., Columbia Univ., Broadway and 116th St., New York, N. Y.
Thompson, Alleen, Engineering Ln., Engineering Sch., Penn. State Coll., State College, Penn.
***Thompson, Donald E.**, Business Ln., School of Commerce & Business Adm., Univ. of Alabama, Univ., Ala.
Thompson, Dorothy Avery, Ln., Ontario Coll. of Educ., Univ. of Toronto, 371 Bloor St., W., Toronto, Canada.
Thompson, Eugenie V., The National Federation of Textiles, Inc., 15 W. Thirty-seventh St., New York, N. Y.
Thompson, Gywneth, Research Ln., National Slag Assn., 644 Earle Bldg., Washington, D. C.
Thompson, Laura A., Ln., U. S. Dept. of Labor, Washington, D. C.
Thompson, Louise, 630 Merrick Ave., Detroit, Mich.
Thompson, Royce L., Ref. Dept., The Detroit News, Detroit, Mich.
***Thoms, Maryalice**, Ln., Phoenix Mutual Life Ins. Co., 79 Elm St., Hartford, Conn.
Thomson, Inga, Ln., Editorial Dept., Winnipeg Free Press, Carlton St., Winnipeg, Canada.
Thomson, Thomas R., Ch. Asst., Science and Tech. Div., New York P. L., 476 Fifth Ave., New York, N. Y.
Thornton, Grace P., Asst. Catlgr., Russell Sage Foundation, 130 E. Twenty-second St., New York, N. Y.
Thoroughgood, A. Jeannette, Service Dept., Technical L., E. I. du Pont de Nemours & Co., Inc., du Pont Bldg., Wilmington, Del.
Thorpe, Helene, Ch., Dept. of Social Sciences, The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.
Thorsen, Mrs. Zoe E., L., W. Side Y. M. C. A., 5 W. 63rd St., New York, N. Y.
Thuman, M. Genevieve, Head, Classical L., Johns Hopkins Univ., Charles and 34th St., Baltimore, Md.
***Thurber, Mariana**, Ln., Employers Mutuals of Wausau, 502 Third St., Wausau, Wisc.
Ticknor, Margaret, Period. Ln., U. S. Railroad Retirement Board, 1406 G St., N.W., Washington, D. C.
Tilden, Evelyn, Chatham, Mass.
***Tiller, Alice**, Ln., J. M. Mathes, Inc., 122 E. 42nd St., New York, N. Y.
Tilley, Beatrice Catherine, 4028 Barnes Ave., New York, N. Y.
Time Inc., Alma Jacobus, Ln., Time and Life Bldgs., Rockefeller Center, New York, N. Y.
Timmerman, Hazel Bergetta, American Library Assn., 520 N. Michigan Ave., Chicago, Ill.
Tinkel, Anna, 1426 Clinton Ave., New York, N. Y.
Tinkler, Edith M., Head Catlgr., Carnegie F. L. of Allegheny, Federal and Ohio St., Pittsburgh, N. Side, Penn.
Titus, Mrs. Hope, Asst. Ln., Los Angeles Railway Corp., 1060 S. Broadway, Rm. 325, Los Angeles, Calif.
Titus, Mrs. Sara Alice, 1855 Mintwood Pl., N.W., Washington, D. C.
Todd, Nancy H., Head, Technical Dept., Indianapolis P. L., Indianapolis, Ind.
Tolmie, Mary E., Ln., Federal Reserve Bank of St. Louis, 411 Locust St., St. Louis, Mo.
Tomasulo, Iris, 307 W. 80th St., New York, N. Y.
Tomlinson, Mrs. Agnes P., U. S. Naval Aircraft Factory, League Is., Philadelphia, Penn.
Tompkins, Miriam D., Asst. Professor, Sch. of L. Service, 648 South Hall, Columbia Univ., New York, N. Y.
Torrey, G. G., Experimental Lab., Grasselli Chem. Dept., E. I. du Pont de Nemours & Co., Inc., 3092 Broadway Ave., Cleveland, O.
Toth, Mrs. Ethel P., Farm Credit Adm. L., 1300 F St., N.W., Washington, D. C.
***Towner, Isabel L.**, Ln., The National Health L., 1790 Broadway, New York, N. Y.
Trachsel, Eva E., Ln., McCall Corp., 230 Park Ave., New York, N. Y.
Trainor, Louise, Supv. of Circulation, L., Mass. Inst. of Tech., Cambridge, Mass.
Treat, Mildred, Ln., Campbell-Ewald Co., 3044 W. Grand Blvd., Detroit, Mich.
***Treffeisen, Miriam**, Ln., M. W. Kellogg Co., 225 Broadway, New York, N. Y.
Tribolet, Dr. Leslie Bennett, 552 West 146th St., New York, N. Y.
Trieschmann, Eva, Atwater School, 2100 E. Capitol Dr., Milwaukee, Wisc.
Tripp, Anne C., Asst. Ln., Research & Development Laboratories, Crane Co., 4100 So. Kedzie Ave., Chicago, Ill.
Trittipoe, Anne, Law L., The L. of Congress, Washington, D. C.
Trow, E. Mary, Managing Editor, Current Biography, The H. W. Wilson Co., 950 Univ. Ave., New York, N. Y.
Troxel, Wilma, Ln., Medical, Dental and Pharmacy L., Univ. of Ill., 1853 W. Polk St., Chicago, Ill.
Troy, Rose M., 85 Downing St., Brooklyn, N. Y.
Troy, Zeliaette, Boyce Thompson Inst. for Plant Research, 1086 N. Bdwy., Yonkers, N. Y.
Trull, Bertha P., Asst. Ln., Massachusetts Inst. of Tech., Cambridge, Mass.
Tucker, Mrs. Anne L., Ln., The Cleveland Trust Co., 916 Euclid Ave., Cleveland, O.
Tucker, Mae W., Collection of Photographs & Manuscripts, Bureau of American Ethnology, Smithsonian Institution, Washington, D. C.

Tumbleson, Ira A., Ln., Newark Coll. of Engineering, 367 High St., Newark, N. J.
Turnbull, Laura Shearer, Ln., Benjamin Strong Collection, Princeton Univ., Princeton, N. J.
***Turnbull, Mildred I.**, Ln., The Royal Bank of Canada, 360 St. James St., W., Montreal, Canada.
Turner, Arthur, Technical Ln., The Consolidated Mining & Smelting Co. of Canada, Ltd., Trail, Canada.
Turner, Emma C., Hardware Mutuals L., 200 Strongs Ave., Stevens Point, Wisc.
Turner, Ethel M., Ref. Asst., Massachusetts State L., State House, Boston, Mass.
Turner, Mrs. Melitta T., Hahnemann Medical Coll. L., 235 N. Fifteenth St., Philadelphia, Penn.
Turrell, Virginia, 2120 Florida Ave., Washington, D. C.
Turrill, Marion C., Ln., U. S. Marine Hospital, Stapleton, N. Y.
***Tweedie, Joy**, Ln., Industrial Relations Sec., California Inst. of Tech., 1201 E. California St., Pasadena, Calif.

U

Udin, Sophie A., 1247 President St., Brooklyn, N. Y.
Uehlin, Katherine, 111 W. 16th St., Apt. 6K, New York, N. Y.
Uglow, Sadie Ernestine, Ln., U. S. Air Corps Base, Stockton, Calif.
Uhlmann, Mrs. Helen W., 32-33 54th St., Woodside, N. Y.
Ullnick, Sylvia, Supv., Raymond Service, Inc., 80 E. Eleventh St., New York, N. Y.
Ullrich, E., Secy. to V.-P., The Fidelity Mutual Life Ins. Co., P. O. Box 1383, Philadelphia, Penn.
Ulmer, Carl D., Chief, Science and Tech. Div., New York P. L., 476 Fifth Ave., New York, N. Y.
Ulrey, Jane, Ln., Engineering Dept., Westinghouse Lamp Div., Westinghouse Electric & Mfg. Co., Bloomfield, N. J.
***Ulveling, Ralph**, Ln., The Detroit P. L., Woodward Ave. at Kirby St., Detroit, Mich.
Union City F. P. L., Kalman J. Littauer, Ln., 420 Fifteenth St., Union City, N. J.
Union Electric Company of Missouri, Anna Irene Marten, Ln., 315 N. 12th Blvd., St. Louis, Mo.
United Air Lines Transport Corp., J. A. Murphy, Dir., President's Office, Municipal Airport, Chicago, Ill.
United Aircraft Corp., Ruth L. McCormick, Ln., Research Div., 400 S. Main St., East Hartford, Conn.
United States Rubber Co., Dr. Donald E. Cable, Ln., General Laboratories, Market and South Sts., Passaic, N. J.
United States Steel Corporation, Emily Williamson, Ln., 71 Broadway, Rm. 1907, New York, N. Y.
Univ. of Alabama, Sch. of Commerce & Business Adm., Donald E. Thompson, Business Ln., University, Ala.
Univ. of California, Harold L. Leupp, Ln., Berkeley, Calif.
Univ. of California at Los Angeles, Dr. John Edward Goodwin, Ln., 405 Hilgard Ave., West Los Angeles, Calif.
Univ. of Chicago Libraries, The, Dr. Louis Round Wilson, Dean, Graduate L. Sch., Period. Dept., Harper M22, Chicago, Ill.
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Univ. of Pittsburgh, The, Carroll F. Reynolds, Ch. of Acquisitions Dept., The University L., Pittsburgh, Penn.
Univ. of Pittsburgh, The, Sch. of Dentistry, Alice M. McCann, Ln., Thackeray and O'Hara Sts., Pittsburgh, Penn.
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Univ. of Wisconsin, Gilbert H. Doane, Dir. of the L., 816 State St., Madison, Wisc.
Upjohn Co., The, Alberta L. Brown, Ln., Kalamazoo, Mich.
Usilton, Mrs. Bertha M., Cataloging Dept., Federal Works Agency L., Rm. 5022, North Interior Bldg., Washington, D. C.

V

Vail, Robert W. G., Ln., New York State L., Albany, N. Y.
Vanadium Corporation of America, Lucille Jackson, Ln., P. O. Drawer 566, Bridgeville, Penn.
Van Beurden, Dorothy, Asst. Ln., Employees' L., R. H. Macy & Co., Inc., Broadway and 34th St., New York, N. Y.
Vance, Miriam C., Ln., Farm Credit Adm., 1300 E St., N.W., Washington, D. C.
Van Dyne, Catherine, Newark Public L., 5 Washington St., Newark, N. J.
Van Geen, Marion, Asst. in Chge. of Quita Woodward Wing, Art and Archaeology Sec., Bryn Mawr Coll., Bryn Mawr, Penn.
Van Groos, Mrs. Thelma Reid, 1532 Oak Ave., St. Helena, Calif.
Van Iderstine, Mrs. Clara B., Head, Henry A. Bishop Historical Rm., Bridgeport P. L., Bridgeport, Conn.
van Patten, Nathan, Dir., Stanford Univ. Libraries, Stanford Univ., Calif.
***Van Wyck, Harriet V. V.**, Ln., Woodrow Wilson Mem. L., 8 W. Fortieth St., New York, N. Y.
Van Zandt, Marguerite, The National City Financial L., 20 Exchange Pl., New York, N. Y.
Varden, Lloyd E., Ln., Photographic Society of America, Agfa Ansco, Binghamton, N. Y.
Varney, Edith B., First Asst., Applied Science Dept., St. Louis P. L., 1301 Olive St., St. Louis, Mo.
***Vassar, Helen L.**, Ln., The Hartford Electric Light Co., 266 Pearl St., Hartford, Conn.

Venger, Mildred, L., Universal Oil Products Co., Riverside, Ill.
Venn, Mary C., 224 W. College St., Oberlin, O.
Ver Nooy, Winifred, Ref. Ln., Univ. of Chicago Libraries, Univ. of Chicago, Chicago, Ill.
Vick, C. J., L., The Hydro-Electric Power Comm., 620 University Ave., Toronto 2, Canada.
Vogelson, Helen E., Ln., Los Angeles County P. L., 322 S. Broadway, Los Angeles, Calif.
Vogt, Catherine, Ln., School of Dentistry, Univ. of Detroit, 630 E. Jefferson Ave., Detroit, Mich.
Voith, Johanna Margaret, 204 East 105th St., New York, N. Y.
Volcker, Ruth P., Asst. Ln., Research L., Eastman Kodak Co., Kodak Park Works, Rochester, N. Y.
von Beckevalt, Mrs. Guelda Elliott, Ln., The Commerce L., Univ. of North Carolina, Chapel Hill, N. C.
von Hohenhoff, Elsa, Industry and Science Dept., The Enoch Pratt F. L., Cathedral, Franklin and Mulberry Sts., Baltimore, Md.
von Roeschlaub, Ruth, In Chge. of Legal Files, Federal Reserve Bank of New York, 33 Liberty St., New York, N. Y.
von Urff, Harrison A., Engineering Societies L., 29 W. Thirty-ninth St., New York, N. Y.
Vorce, Cara Haskell, Dir., Research Dept., Ferry-Hanly Co., 500 Fifth Ave., New York, N. Y.
Vormelker, C. David, Central Press Assn., 1435 E. 12th St., Cleveland, O.
Vormelker, Rose L., Ln., Business Information Bureau, Cleveland P. L., 325 Superior Ave., N.E., Cleveland, O.
Vradenburg, Juliet C., Ln., Pasadena Star News Publishing Co., 525 E. Colorado, Pasadena, Calif.

W

Wagner, Florence, Ln., The Wall St. Journal, 44 Broad St., New York, N. Y.
Wagner, Mrs. Francis Smith, 21 Denton Terrace, Roslindale, Mass.
Walcott, M. Alena, 340 W. 55th St., New York, N. Y.
Waldon, Freda F., Ln., Hamilton P. L., Main St., W., Hamilton, Canada.
Waldron, Mrs. Esther C., P. Relations Secy., Exhibition Div., Henry E. Huntington Library and Art Gallery, San Marino, Calif.
Walker, E. Virginia, Asst. Ln., Friends Historical L., Swarthmore Coll., Swarthmore, Penn.
Walker, Eva A., 5236 Huntington Dr. S., Los Angeles, Calif.
***Walker, Louise**, Ln., Northwestern Univ. Medical Sch., 303 E. Chicago Ave., Chicago, Ill.
Walker, Mrs. Mabel, Ln., Indiana Univ. Sch. of Dentistry, 1121 W. Michigan St., Indianapolis, Ind.
Walker, Margaret, Ln., St. Paul's Cathedral, 26 Temple Pl., Boston, Mass.
Walker, Mary A., Ref. Ln., Fitchburg P. L., Fitchburg, Mass.
Walker, W. K., Ln., Grand Lodge of New York, F. & A. M., Masonic Hall, 71 W. Twenty-third St., New York, N. Y.
***Wall, Alexander J.**, Dir., The New York Historical Society, 170 Central Park, W., New York, N. Y.
***Wallace, Elaine**, Ln., Household Finance Corp., 919 N. Michigan Ave., Chicago, Ill.
Wallace, Helen M., Second Asst. Ln., The Christian Science Monitor, One Norway St., Boston, Mass.
Wallace, Mrs. Isabella Brokaw, Ln., Chemical Research L., Standard Oil Co. (Indiana), Whiting, Ind.
***Wallace, W. S.**, Ln., Univ. of Toronto, Toronto, Canada.
Wallgren, Anne Patricia, Ref. Dept., Carnegie L. of Pittsburgh, 4400 Forbes St., Pittsburgh, Penn.
***Wallis, Rolland S.**, Dir. of Research and Statistics, Penn. State Bureau of Employment and Unemployment Compensation, Harrisburg, Penn.
Walsh, Eileen D., L., Sanderson and Porter, 52 William St., New York, N. Y.
Walsh, Rev. Richard J., Ln., Roman Catholic High Sch., 301 N. Broad St., Philadelphia, Penn.
Walsh, Sarah E., History Ref. Dept., Boston P. L., Copley Square, Boston, Mass.
Walter, Frank K., Ln., University of Minnesota, Minneapolis, Minn.
***Walton, Helen M.**, Ln., The Mutual Benefit Life Ins. Co., 300 Broadway, Newark, N. J.
Walton, Iva May, Sch. of L. Science, Univ. of Southern California, Univ. Park, Los Angeles, Calif.
***Walton, Juliet**, Ln., The R. & H. Chemicals Dept., E. I. du Pont de Nemours & Co., Inc., Buffalo Ave. and Chemical Rd., Niagara Falls, N. Y.
Wanner, Carol, Ln., Advisory Commission to the Council of National Defense, 2742 New Social Security Bldg., Washington, D. C.
Waples, Dorothea H., Readers' Advisers Service, New York P. L., 476 Fifth Ave., New York, N. Y.
Ward, Mrs. Elizabeth, Business and Tech. Ln., Lakewood P. L., 15425 Detroit Ave., Lakewood, O.
Ward, Elizabeth G., Philadelphia Electric Co., 900 Sansom St., Philadelphia, Penn.
Wardell, Gertrude A., Ln., Panzer College of Physical Educ. and Hygiene, 139 Glenwood Ave., East Orange, N. J.
Ware, Dorothy F., Ln., Business and Municipal Ref. Br., Minneapolis P. L., 508 Second Ave., S., Minneapolis, Minn.
Ware, Sarah F., Secy. and Asst. Mgr., The Quarrie Corp., 12 S. Twelfth St., Philadelphia, Penn.
Warheit, Dr. Israel Albert, Ln., Allison Div. Gen. Motors Corp., Indianapolis, Ind.
Warn, Sattie E., Business Br., Newark P. L., 34 Commerce St., Newark, N. J.

***Warren, Althea H.,** City Ln., Serials Div., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

Wash, Mrs. Eleanor M., Ln., Univ. Elementary Sch. L., Univ. of Calif. at Los Angeles, 725 Woodruff Ave., Los Angeles, Calif.

Washburn, Howard DeMott, Ref. Dept., Economics Div., New York P. L., 476 Fifth Ave., New York, N. Y.

Washington Univ. L., Oscar C. Orman, Dir., Skinker & Forsythe Blvds., St. Louis, Mo.

Waterloo, Evelyn, Ln., Lumbermen's Mutual Casualty Co., 4750 Sheridan Rd., Chicago, Ill.

Watkins, Donna L., Ref. Ln., Tech. Dept., Detroit P. L., Woodward and Kirby Aves., Detroit, Mich.

Watkins, Edna, Apartment 1-D, 110 W. Ninety-sixth St., New York, N. Y.

Watkins, Mrs. Margaret Frances, Cataloging Dept., Peabody Inst. L., Mount Vernon Pl., Baltimore, Md.

Watson, Cecile, Public Documents Depts., Cincinnati P. L., 629 Vine St., Cincinnati, O.

Watson, Dorothy, 226 W. 17th St., New York, N. Y.

Watson, Mrs. Mildred V., Dept. Ln., Commerce L., Ohio State Univ., Columbus, O.

Watts, Alice M., Ln., Aetna Life Ins. Co., Hartford, Conn.

Watts, Blanche V., Ln., Cleveland Coll. of Western Reserve Univ., 167 Public Square, Cleveland, O.

***Watts, Mrs. Martha D.,** Ln., The First National Bank of Boston, 67 Milk St., Boston, Mass.

Wead, Katharine H., Secy., Connecticut P. L. Comm., State Office Bldg., Hartford, Conn.

Webb, Helen, Research Dept., Twentieth Century Fox Film Corp., Post Office Box 900, Beverly Hills, Calif.

***Webster, C. K.,** Dir., The British L. of Information, 30 Rockefeller Plaza, New York, N. Y.

Webster, Lillah M., Asst. Ln., State Teachers Coll., 3203 N. Downer Ave., Milwaukee, Wisc.

***Wedenbine, Emma M.,** Ln., The National Cash Register Co., Dayton, O.

Weeks, Isabel C., Ln., Krebs Pigment Dept., E. I. du Pont de Nemours & Co., Inc., 256 Vanderpool St., Newark, N. J.

Weiler, Fred W., Circulation Mgr., Allentown Call Publishing Co., 101 N. Sixth St., Allentown, Penn.

Weiner, Mrs. Grace, Asst. Ln., Joint Ref. L., 1313 E. Sixtieth St., Chicago, Ill.

Weir, Mrs. Ruth M., Ln., Editorial Dept., The Windsor Daily Star, 167 Ferry St., Windsor, Canada.

***Weissinger, Elizabeth,** Miles Laboratories, Inc., Myrtle & McNaughton Sts., Elkhart, Ind.

Welch, Ellen L., Ln., National Conservation Bureau, Assn. of Casualty and Surety Executives, 60 John St., New York, N. Y.

Welchner, Lieut. Carl, Adm. Div., Office of Chief of Air Corps, Washington, D. C.

Wells, Helen C., The Evening Bulletin Ref. L., Filbert and Juniper Sts., Philadelphia, Penn.

***Wells, James W.,** Ln., Newsweek, 152 W. 42nd St., New York, N. Y.

***Wells, L. A.,** L. A. Wells L. Bindery, 50-54 Stearns St., Waltham, Mass.

Wells, L. A., L. Bindery, L. A. Wells, 50-54 Stearns St., Waltham, Mass.

Wells, Marion E., Ln., The First National Bank of Chicago, 38 S. Dearborn St., Chicago, Ill.

Wells, Mrs. Mary M., Ln., National Safety Council, Inc., 20 N. Wacker Dr., Chicago, Ill.

Wells, Sarah C., 135 E. Fifty-second St., New York, N. Y.

Wendell, Esther, Ln., Dept. 744, Sears, Roebuck and Co., 925 S. Homan Ave., Chicago, Ill.

Wenman, Lois M., Newark P. L., 5 Washington St., Newark, N. J.

Wesleyan Univ., Fremont Rider, Ln., Middletown, Conn.

***West, Ann,** Ln., Research Dept., Campbell-Ewald Co. of New York, 1230 Sixth Ave., New York, N. Y.

West, Mrs. Emma G., Ln., McCann-Erickson, Inc., 114 Sansome St., San Francisco, Calif.

West, Irene, Asst. Ln., The Lehman Corp., 1 and 3 S. William St., New York, N. Y.

West, Mary Emily, Ln., American Seamen's Friend Society, 550 W. 20th St., New York, N. Y.

Western Union Telegraph Co., A. Katharine Long, Ln., 60 Hudson St., Rm. 704, New York, N. Y.

Westinghouse Electric and Mfg. Co., Inc., Dr. Jolan M. Fertig, Ln., Westinghouse Research Laboratories, E. Pittsburgh, Penn.

Westinghouse Electric and Mfg. Co., Inc., Central L., Edith R. Anthony, Ln., East Pittsburgh, Penn.

Westwood, Mrs. Keith, 6115 Fulton, Van Nuys, Calif.

Wetmore, Mrs. Hester A., 2 Maple Ave. Albany, N. Y.

Wettling, L. E., Ln., Statistical Bureau-Western Lines, 416 Chicago Union Sta., Chicago, Ill.

Weyerhaeuser Sales Co., H. R. Wilson, First National Bank Bldg., Saint Paul, Minn.

Wheeler, Arthur E., Secy., Chivers Book Binding Co., Inc., 33 Nassau Ave., Brooklyn, N. Y.

Wheeler, Mrs. Dorothea, Coll. of Pharmacy L., Univ. of Ill., 1853 W. Polk St., Chicago, Ill.

***Wheeler, Joseph L.,** Ln., The Enoch Pratt F. L., Cathedral, Franklin & Mulberry Sts., Baltimore, Md.

Wheeler, Margaret, Social Sciences Dept., Detroit Public L., Woodward Avenue at Kirby St., Detroit, Mich.

Wheeless, Estelle, Technical L., E. I. du Pont de Nemours & Co., Inc., du Pont Bldg., Rm. 7021, Wilmington, Del.

Whidden, Mrs. Bertha J., The Cleveland Sch. of Art. 11441 Juniper Rd., Cleveland, O.

Whitaker, William, Ln., Training Dept., Marshall Field & Co. Employees' L., 121 N. State St., 12th floor, Chicago, Ill.

***White, Dr. Anne Elizabeth,** Ln., Research Dept., Lever Brothers Co., 164 Broadway, Cambridge, Mass.

White, Dr. Carl M., Dir., Sch. of Journalism L., 101 University Hall, Univ. of Ill., Urbana, Ill.

White and Kemble, Messrs., Florence Stewart, Ln., 68 William St., New York, N. Y.

***White, Lee,** Ch. Ln., The George B. Catlin Mem. L., The Detroit News, Detroit, Mich.

White, Leonore, The Enoch Pratt F. L., Cathedral, Franklin, and Mulberry Sts., Baltimore, Md.

White, Lois, Civics Dept., The Chicago P. L., 78 E. Washington St., Chicago, Ill.

White, Myra E., L., Northeastern Univ., 316 Huntington Ave., Boston, Mass.

White, Ruth V., River Falls, Wisc.

Whitehead, Grace T., Ln., Chemical Bank and Trust Co., 165 Broadway, New York, N. Y.

Whitenack, Janet B., P. O. Box 35, Fairbanks, Alaska.

Whiting, A. Geraldine, Asst. in Chge. of Science Libraries, Science Dept., Bryn Mawr Coll., Bryn Mawr, Penn.

Whitman, Imogen C., Period. Dept.-L., New York Academy of Medicine, 2 E. 103rd St., New York, N. Y.

Whitney, Mrs. Elizabeth M., Ln., Federal Deposit Ins. Corp., 701 Washington Bldg., Washington, D. C.

Whitney, Virginia C., U. S. Bureau of Standards L., Connecticut Ave., Washington, D. C.

Whittett, Mrs. Effie B., Ln., Massachusetts Sch. of Art., 370 Brookline Ave., Boston, Mass.

Whitworth, Hazel M., 66 W. 10th St., Apt. 17, New York, N. Y.

Wickard, Hortense E., Div. of Engineering and Research, Crane Co., 4100 S. Kedzie Ave., Chicago, Ill.

Wicker, Lucy Southworth, 532 W. 111th St., New York, N. Y.

Widger, Clara J., Ln., Army Industrial Coll., New War Dept. Bldg., Washington, D. C.

Wiegman, Hertha, Ln., American Standards Assn., 29 W. Thirty-ninth St., New York, N. Y.

Wiener, Minnie, Law Ln., Office of Gen. Counsel, Federal Works Agency, Interior Bldg., N., Washington, D. C.

Wilcox, Elizabeth N., 1564 Mt. Hope Ave., Rochester, N. Y.

Wilcox, Fannie M., Ln., Texas L. and Historical Comm., Austin, Texas.

Wilcox, Ruth, Head, Fine Arts Div., Cleveland P. L., 325 Superior Ave., Cleveland, O.

Wild, Mrs. Marie, Jr. Ln., Children's Dept., Oakland F. L., 659 Fourteenth St., Oakland, Calif.

Wildey, Amy P., Ref. Ln., Federal Reserve Bank of New York, 33 Liberty St., New York, N. Y.

Wiles, Thelma, Ln., Dental-Pharmacy L., Baltimore College of Dental Surgery, Univ. of Maryland, Baltimore, Md.

Wilhelmi, Ilse, Supv. of Dept. Libraries, Ohio State Univ., Columbus, O.

Wilkinson, Marian, 6 Hanscom Ave., Poughkeepsie, N. Y.

***Williams, Angela,** Ln., Gen. Motors Corp., 1775 Broadway, New York, N. Y.

***Williams, Dr. Boyd T.,** Williams Sanitarium, 101 S. 3rd St., Hudson, Wisc.

Williams, Mrs. Dorothy, Pan American Airways, Treasure Island, San Francisco, Calif.

Williams, Edythe G., Ln., The Cleveland Museum of Natural History, 2717 Euclid Ave., Cleveland, O.

Williams, Florence Jane, 640 North Wabash Ave., Chicago, Ill.

Williams, Mrs. Grey Davis, Ln., Willard Library, Evansville, Ind.

Williams, Harriet E., 15 Short St., Brookline, Mass.

Williams, Lottie M., Civics and Doc. Dept., Chicago P. L., Chicago, Ill.

Williams, Marshall L., Asst. Archivist, Office of Naval Intelligence, U. S. Navy Dept., Navy Bldg., Washington, D. C.

Williams, Mary A., Ln., Div. of P. Assistance, Wis. State Dept. of P. Welfare, 315 S. Carroll St., Madison, Wisc.

Williams, Mary Elizabeth, Asst. Ln., Nebraska State Teachers Coll., Kearney, Neb.

Williams, Mrs. Mildred B., Chief of Field Service, U. S. Dept. of Agric. L., South Bldg., Washington, D. C.

Williams, Pamela C., Ln., Federal Reserve Bank of Minneapolis, 73 S. Fifth St., Minneapolis, Minn.

Williams Sanitarium, Dr. Boyd T. Williams, 101 S. 3rd St., Hudson, Wisc.

Williams, Zona K., Br. Ln., Maywood P. L., Maywood, Ill.

***Williamson, Dr. C. C.,** Dir. Columbia University Libraries, South Hall, Columbia Univ., New York, N. Y.

***Williamson, Emily,** Ln., United States Steel Corp., 71 Broadway, Rm. 1907, New York, N. Y.

Williamson, Emma M., 25 Prospect Place, New York, N. Y.

Willis, Louise S., Ln., Business and Commerce Div., Detroit Downtown Library, Gratiot at Farmer Sts., Detroit, Mich.

Wilmann, Helen, Studio Club, 210 E. 77th St., New York, N. Y.

Wilson, Francis Stirling, Ch., Inquiry and Reference Sec., Bureau of Foreign and Domestic Commerce, U. S. Dept. of Commerce, Washington, D. C.

***Wilson, H. R.,** Weyerhaeuser Sales Co., First National Bank Bldg., Saint Paul, Minn.

***Wilson, H. W.,** Pres., The H. W. Wilson Co., 950–972 Univ. Ave., New York, N. Y.

Wilson Co., The H. W., H. W. Wilson, Pres., 950–972 University Ave., New York, N. Y.

Wilson, Mrs. Isabel, Ln., The Ins. Inst. of Toronto, 86 Adelaide St., E., Toronto, Canada.

Wilson, Mrs. Lillian S., Wall St. Div. L., New York Univ., 90 Trinity Pl., New York, N. Y.

***Wilson, Dr. Louis Round,** Dean, Graduate Library Sch., The Univ. of Chicago Libraries, Period. Dept., Harper M 22, Chicago, Ill.

Wilson, Mrs. Margaret, Ln., Gardner A. Sage L., New Brunswick Theological Seminary, New Brunswick, N. J.

Wilson, Marie, Research Dept., Paramount Pictures, Inc., 5451 Marathon St., Hollywood, Calif.

Winberg, Ina M., Asst. Ln., Information Dept. L., American Telephone & Telegraph Co., 195 Broadway, Rm. 1139, New York, N. Y.

Winterrowd, Mrs. Prudence, 139½ North Clarke Dr., Los Angeles, Calif.

***Winser, Beatrice,** Ln., The Newark P. L., 5 Washington St., Newark, N. J.

Winter, Anna Belle, Catlgr. L., U. S. Office of Production Management, New Social Security Board Bldg., Washington, D. C.

Winton, Grace, Ln., Northwestern High Sch., 6300 Grand River Ave., Detroit, Mich.

Wishart, Lucy E., 161 W. 16th St., New York, N. Y.

Wissler, Mary V., L., American Museum of Natural History, Central Park W. at 79th St., New York, N. Y.

Withington, Margaret, Women's Coll. L., Sibley Hall, Univ. of Rochester, Rochester, N. Y.

Witwen, Suzanne, Asst. Ln., Burton Historical Society, Detroit P. L., Woodward and Kirby Aves., Detroit, Mich.

Woeste, Vera, Cincinnati Law L. Assn., County Court House, Cincinnati, O.

***Wohl, Blanche,** Ln., Goldman, Sachs & Co., 30 Pine St., New York, N. Y.

Wojcik, Viola Irene, 1135 Seib Ave., Elizabeth, N. J.

Wolf, Marian E., Asst. in Chge. of Period., Acquisitions Dept., Princeton Univ. L., Princeton, N. J.

***Wolfe, Ellen E.,** Ln., P. and H. Bliss, Middletown, Conn.

Wolfsberg, Vernie, Ln., St. Paul Fire & Marine Ins. Co., 111 W. Fifth St., St. Paul, Minn.

Wood, Dorothy Lowell, 129 Hancock St., Brooklyn, N. Y.

Wood, Emily V., 622 W. 113th St., New York, N. Y.

Wood, Florence E., The L., Grinnell Co., Inc., Providence, R. I.

Wood, Florence M., L., Univ. of Penn., 34th St. & Woodland Ave., Philadelphia, Penn.

Wood, John H., Mechanic's Inst., 57 Post St., San Francisco, Calif.

Wood, Melvin N., 167 Curtis Ave., Dalton, Mass.

Wood, Mrs. Rachel F., Ch., Div. of Reading and Ref. Service, U. S. Dept. of Agric. L., South Bldg., Washington, D. C.

Wood, Virginia, Stations Dept., Cleveland P. L., 325 Superior Ave., N.E., Cleveland, Ohio.

Woodcock, Mildred I., 7 Cleveland Ave., Fredonia, N. Y.

Woodrow Wilson Memorial L., Harriet, V. V. Van Wyck, Ln., 8 W. Fortieth St., New York, N. Y.

Woodruff, Margaret H., Ln., Ansonia L., Ansonia, Conn.

Woods, Charles F., Ln., Riverside P. L., Riverside, Calif.

Woods, Mary Jo, Asst. Ln., Business Br., Indianapolis P. L., 150 N. Meridian St., Indianapolis, Ind.

***Woodward, Josephine,** Ln., Research Laboratories, Gen. Mills, Inc., 2010 E. Hennepin, Minneapolis, Minn.

***Woodward, Laura A.,** Ln., Central Research L., Maryland Casualty Co., 701 W. Fortieth St., Baltimore, Md.

Woodward, Winifred G., Ref. Ln., Manchester City L., Manchester, N. H.

Worden, Ruth, Dir., School of Librarianship, Univ. of Washington, Seattle, Wash.

Worfolk, Eleanor F., Circulation Dept., Osterhout F. L., Wilkes Barre, Penn.

Work, Mabel A., 207 Westmoreland Ave., Richardson Park, Del.

Worley, Jean, Sales Promotion Dept., Associated Screen News, 5271 Western Ave., Montreal, Canada.

Wormer, Grace, Act. Dir. of Libraries, The State Univ. of Iowa, L. Annex, Iowa City, Iowa.

***Wormser, Richard S.,** 22 W. Forty-eighth St., New York, N. Y.

Worst, Albert J., Ln., Xavier Univ., Evanston Sta., Cincinnati, O.

Worth, Florence J., Asst. Ln., Perkins Institution and Massachusetts School for the Blind., Watertown, Mass.

Worthington, W. A., Pacific Gas and Electric Co., 245 Market St., San Francisco, Calif.

Wright Aeronautical Corporation, Willard S. Brissel, Engineering Dept., 132 Beckwith Ave., Paterson, N. J.

Wright, Eleanor V., Ln., Engineering L., Chrysler Corp., 341 Massachusetts Ave., Detroit, Mich.

Wright, Mrs. Elizabeth Lewis, Ch., Period. and Newspaper Dept., Boston P. L., Copley Square, Boston, Mass.

Wright, Ellen Mary, Asst. Ln., American Potash Inst., Inc., 1155 16th St., Washington, D. C.

Wright, Walter Woodman, 629 West 115th St., New York, N. Y.

Wuchter, Sue M., Ln., Continental Illinois Natl. Bank & Tr. Co., 231 S. La Salle St., Chicago, Ill.

Wuest, Lillian C., Asst. Ln., Historical and Philosophical Society of Ohio, Univ. of Cincinnati, Cincinnati, Ohio.

Wunderlich, Lucile M., Cleveland Health Council, 1001 Huron Rd., Cleveland, O.

Y

Yabroff, Isaac A., Business and Commerce Div., Detroit Downtown L., Gratiot at Farmer Sts., Detroit, Mich.

Yale Univ., Dr. Bernhard Knollenberg, Ln., New Haven, Conn.

Yoder, Helen Elizabeth, Br. Ln., Science Ref. L., Engineering Hall, Rm. 115, Carnegie Inst. of Tech., Pittsburgh, Penn.

Young, Grace, Ln., Picture L., Time Inc., Rockefeller Center, New York, N. Y.

Young & Rubicam, Inc., Clare A. Lynch, Ln., 285 Madison Ave., New York, N. Y.

Young, Sara L., Ch. Catlgr., L., United States Dept. of Labor, Washington, D. C.

Young, Susanna, Asst. L. Supv., P. Libraries, Div. of Adult Educ. & L. Extension, New York State Educ. Dept., Albany, N. Y.

Z

Zabriskie, Miriam N., Ln., Business L., Western Electric Co., Inc., 195 Broadway, New York, N. Y.

Zacharias, Mrs. Ruth, Ln., Cincinnati College of Pharmacy, 423 W. 8th St., Cincinnati, O.

***Zahn, Mrs. Valentine H., Jr.**, Ln., Public Information Dept., Birth Control Federation of America, Inc., 501 Madison Ave., New York, N. Y.

Zeitlin, Mrs. Josephine Ver Brugge, The John Randolph Haynes and Dora Haynes Foundation, 2324 S. Figueroa St., Los Angeles, Calif.

Zelle, Mrs. Mary R., Ch., Applied Science Dept., St. Louis P. L., 1301 Olive St., St. Louis, Mo.

Ziegler, Hildegarde, Central L., Massachusetts Inst. of Tech., Cambridge, Mass.

Zierdt, Martha E., L., U. S. Tariff Comm., 7th and F Sts., N.W., Washington, D. C.

Zimmermann, Doris, Files Dept., Cravath de Gersdorff Swain & Wood, 15 Broad St., New York, N. Y.

Zoll, Clarence R., Catlgr., Los Angeles P. L., 530 S. Hope St., Los Angeles, Calif.

The
ynes
Los

ence
St.,

chu-

nm.,
C.
h de
St.,

. L.,